



Submitting an Animal Use Report

1. Locate the project in the InfoEd

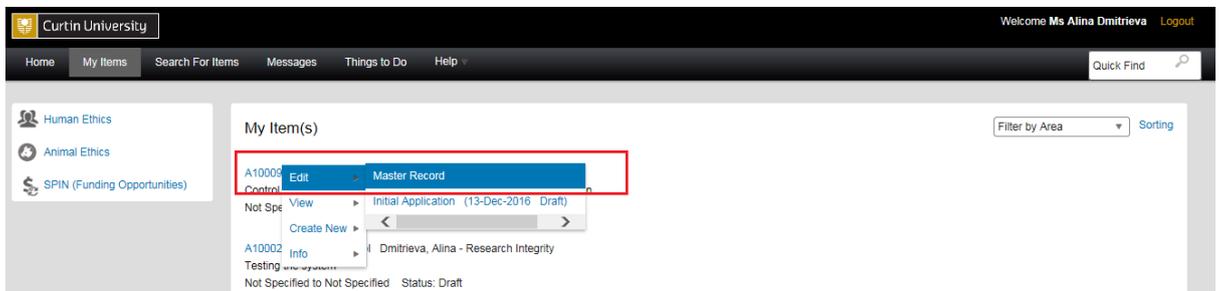
Login to [InfoEd](#)

Chief Investigator on the project: Go to 'My Items' tab and find the project requiring an animal use report.

Co-Investigator/Student on the project: Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

2. Go into the project record

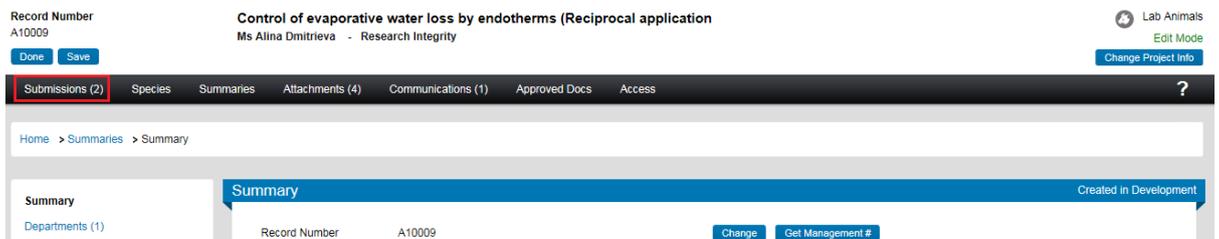
Hover the cursor over the record number and select '**Edit - Master Record**':



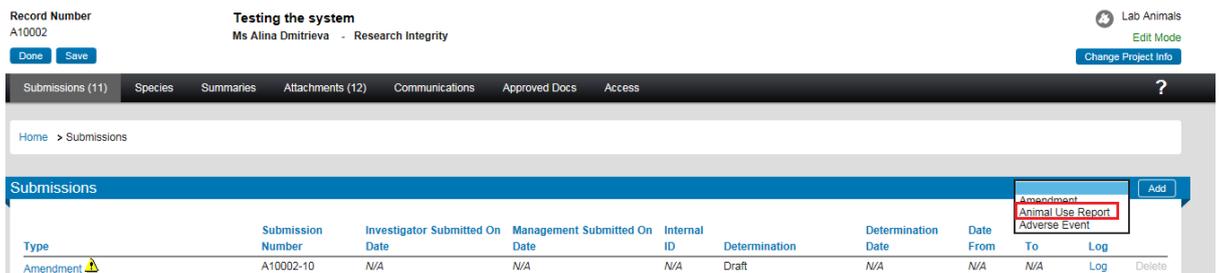
The record will open in a new window.

3. Create a new submission

Click on the '**Submissions**' tab:



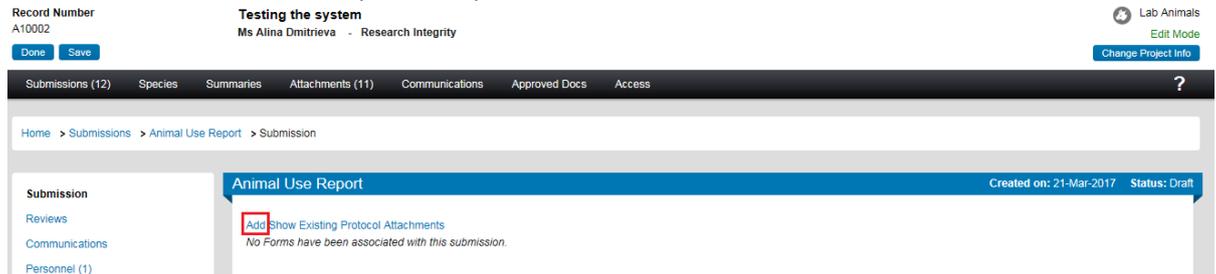
Choose the '**Animal Use Report**' submission type from the drop down box and click 'Add' to create a new annual progress report submission:



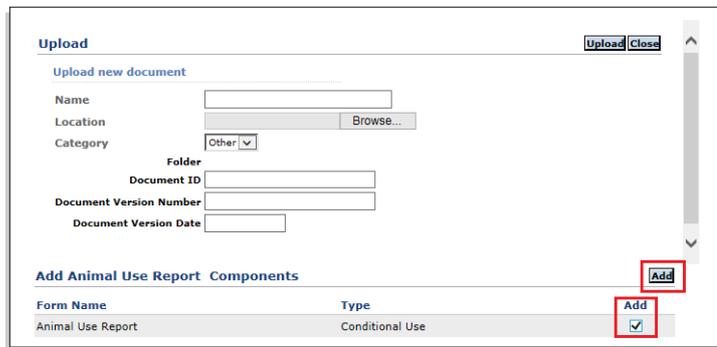


4. Add a blank form to the submission

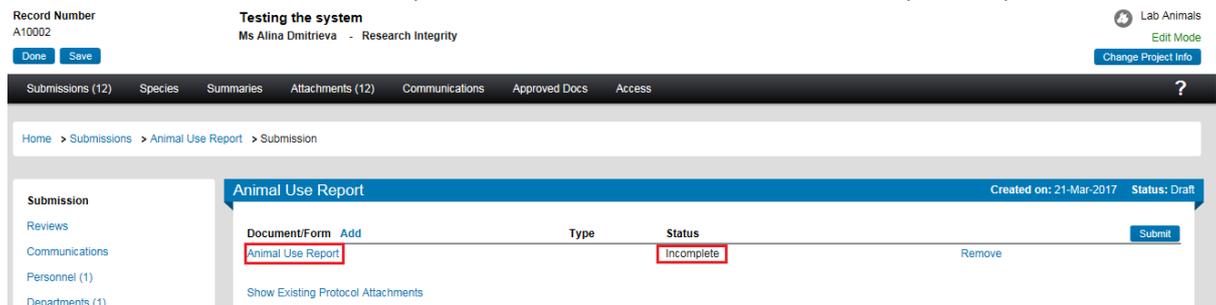
Click on the 'Add' button to open the upload window:



Tick the box against the 'Animal Use Report' form name and click 'Add' above the tick box:

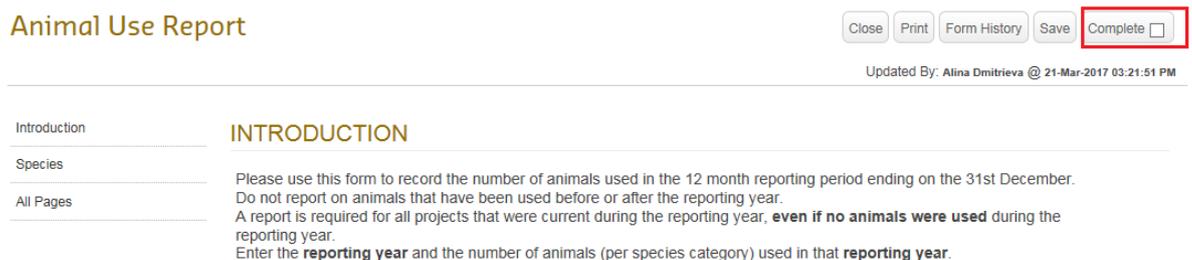


A blank form has been successfully added to the submission and is currently 'Incomplete':



5. Complete the form

Click on the 'Animal Use Report' link to open the form. Fill out the form. **Please ensure that you complete all fields, even if no animals were used during the year that you are reporting on.** Click 'Complete' and close the form:





The form status would have changed to 'Completed':

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (12) Species (1) Summaries Attachments (12) Communications Approved Docs Access

Home > Submissions > Animal Use Report > Submission

Submission Animal Use Report Created on: 21-Mar-2017 Status: Draft

Document/Form	Type	Status		
Animal Use Report		Completed	PDF	Remove

Show Existing Protocol Attachments

6. Attach additional documents (optional)

Click on the 'Add' button to open the upload window:

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (12) Species (1) Summaries Attachments (12) Communications Approved Docs Access

Home > Submissions > Animal Use Report > Submission

Submission Animal Use Report Created on: 21-Mar-2017 Status: Draft

Document/Form	Type	Status		
Animal Use Report		Completed	PDF	Remove

Show Existing Protocol Attachments

Click 'Browse' to locate the document you would like to upload. You can only upload one document at a time.

Upload Upload Close

Upload new document

Name

Location Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

Add Annual Progress Report Components Add

Form Name	Type	Add

Click 'Upload'. To complete the upload of the documents, close the upload window.

Upload Upload Close

Upload new document

Name

Location Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

Add Annual Progress Report Components Add

Form Name	Type	Add



The document/s you uploaded will appear in the submission window:

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (12) Species (1) Summaries Attachments (13) Communications Approved Docs Access ?

Home > Submissions > Animal Use Report > Submission

Submission	Document/Form	Type	Status		
Reviews Communications Personnel (1) Departments (1) Attachments (2)	2017 AEC dates.docx	Other	Completed	Replace	Remove
	Animal Use Report		Completed	PDF	Remove

Submit

Show Existing Protocol Attachments

Animal Use Report Created on: 21-Mar-2017 Status: Draft

7. Submit the report

Click the 'Submit' button:

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (12) Species (1) Summaries Attachments (13) Communications Approved Docs Access ?

Home > Submissions > Animal Use Report > Submission

Submission	Document/Form	Type	Status		
Reviews Communications Personnel (1) Departments (1) Attachments (2)	2017 AEC dates.docx	Other	Completed	Replace	Remove
	Animal Use Report		Completed	PDF	Remove

Submit

Show Existing Protocol Attachments

Animal Use Report Created on: 21-Mar-2017 Status: Draft

If you are the Chief Investigator, a separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click 'Accepted > Continue'. The amendment request submission will automatically come to the Ethics Office for review.

If you are a co-investigator/student submitting the application, the submission will first go to the Chief Investigator for endorsement (See [Investigator Sign-off](#)). After the CI has endorsed the submission it will automatically come to the ethics office for review.