



Submitting an Annual Progress 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 Annual Progress 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

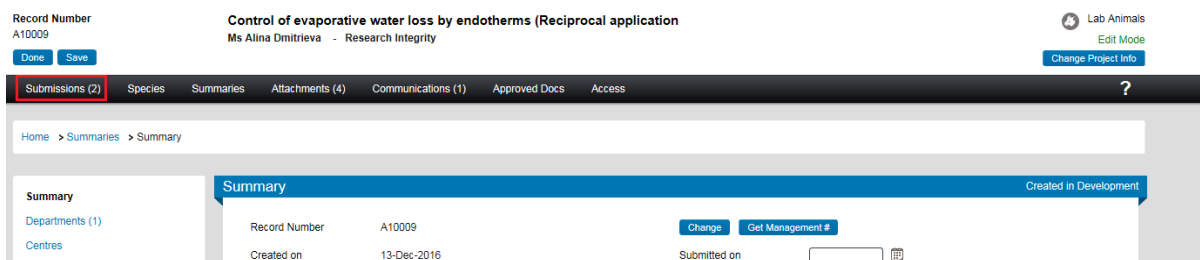
Hover the cursor over the record number and select '**Edit - Master Record**':



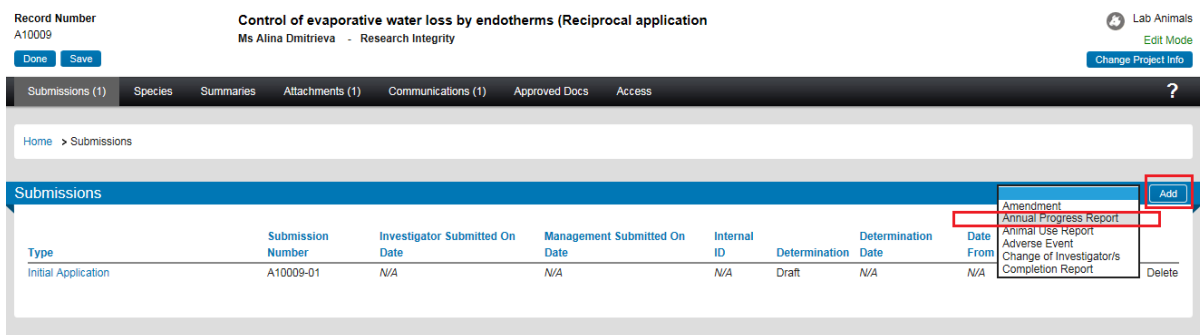
The record will open in a new window.

3. Create a new submission

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



Choose the '**Annual Progress 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:

Record Number: A10002 | Testing the system | Ms Alina Dmitrieva - Research Integrity

Done Save | Lab Animals | Edit Mode | Change Project Info

Submissions (9) | Species | Summaries | Attachments (8) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report | Created on: 29-Nov-2016 | Status: Draft

Reviews | Communications | Personnel (1) | Departments (1)

[Add](#) Show Existing Protocol Attachments
No Forms have been associated with this submission.

Tick the box against the 'Annual Progress Report' form name and click 'Add' above the tick box:

Upload | Upload | Close

Upload new document

Name:

Location: Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components | Add

Form Name	Type	Add
Annual Progress Report	Conditional Use	<input checked="" type="checkbox"/>

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

Record Number: A10002 | Testing the system | Ms Alina Dmitrieva - Research Integrity

Done Save | Lab Animals | Edit Mode | Change Project Info

Submissions (9) | Species | Summaries | Attachments (9) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report | Created on: 29-Nov-2016 | Status: Draft

Reviews | Communications | Personnel (1) | Departments (1)

Document/Form	Add	Type	Status	Remove	Submit
Annual Progress Report	<input checked="" type="checkbox"/>		Incomplete		

Show Existing Protocol Attachments

5. Complete the form

Click on the 'Annual Progress Report' link to open the form. Fill out the form. **Please ensure you provide sufficient information about the progress of project to date.** Click 'Complete' and close the form:

Annual Progress Report

Close | Print | Form History | Save | Complete

Updated By: Alina Dmitrieva @ 03-Mar-2017 03:08:11 PM

Annual Report Details | **ANNUAL REPORT DETAILS**

All Pages

* Have any animal welfare problems not consistent with those anticipated in the approved application, or breaches of the Australian code of practice occurred?
 Yes No

* Were there any unexpected consequences of procedures, e.g. unexpected effect of analgesics, signs of undue pain or distress?
 Yes No



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 (9) Species Summaries Attachments (9) Communications Approved Docs Access ?

Home > Submissions > Annual Progress Report > Submission

Submission **Annual Progress Report** Created on: 29-Nov-2016 Status: Draft

Document/Form	Add	Type	Status		
Annual Progress 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 (9) Species Summaries Attachments (9) Communications Approved Docs Access ?

Home > Submissions > Annual Progress Report > Submission

Submission **Annual Progress Report** Created on: 29-Nov-2016 Status: Draft

Document/Form	Add	Type	Status		
Annual Progress 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 Other

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 Other

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

Submissions (9) | Species | Summaries | Attachments (10) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission | Annual Progress Report | Created on: 29-Nov-2016 | Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Annual Progress Report			Completed	PDF	Remove

Show Existing Protocol Attachments

Submission sidebar: Reviews, Communications, Personnel (1), Departments (1), Attachments (2)

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

Submissions (9) | Species | Summaries | Attachments (10) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission | Annual Progress Report | Created on: 29-Nov-2016 | Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Annual Progress Report			Completed	PDF	Remove

Show Existing Protocol Attachments

Submission sidebar: Reviews, Communications, Personnel (1), Departments (1), Attachments (2)

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.