



Submitting a Change of Investigator Request

1. Locate the project in the InfoEd

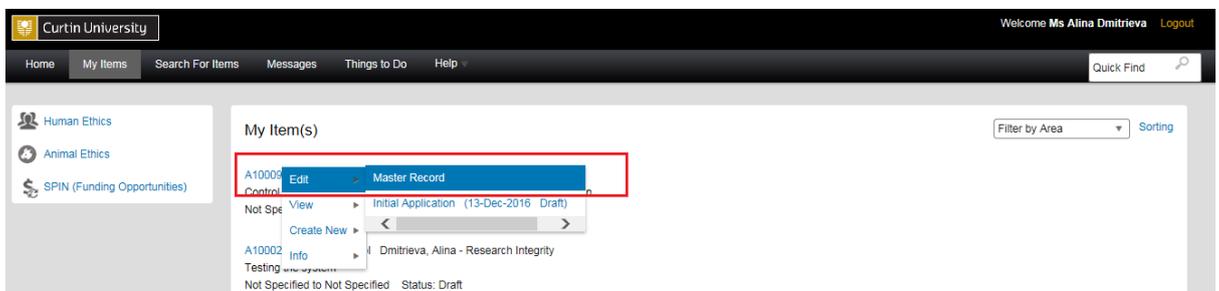
Login to [InfoEd](#)

Chief Investigator on the project: Go to 'My Items' tab and find the project requiring a Change of Investigator request.

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

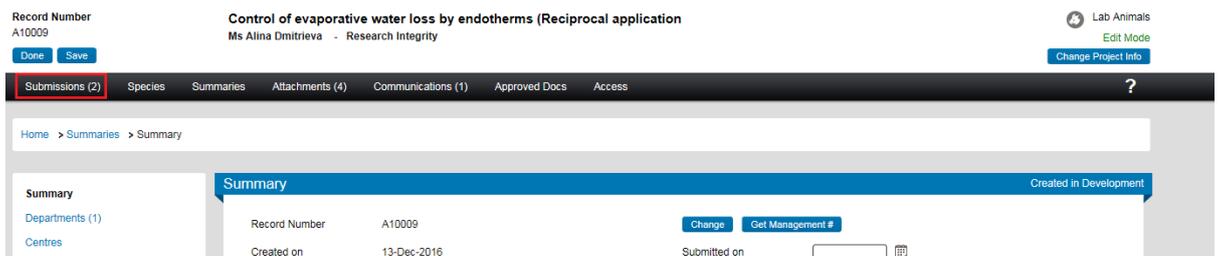
Hover the cursor over the record number and select '**Edit - Master Record**':



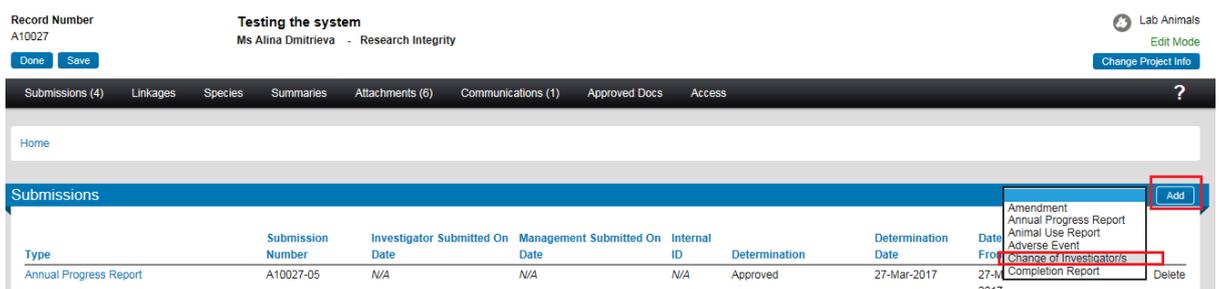
The record will open in a new window.

3. Create a new submission

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



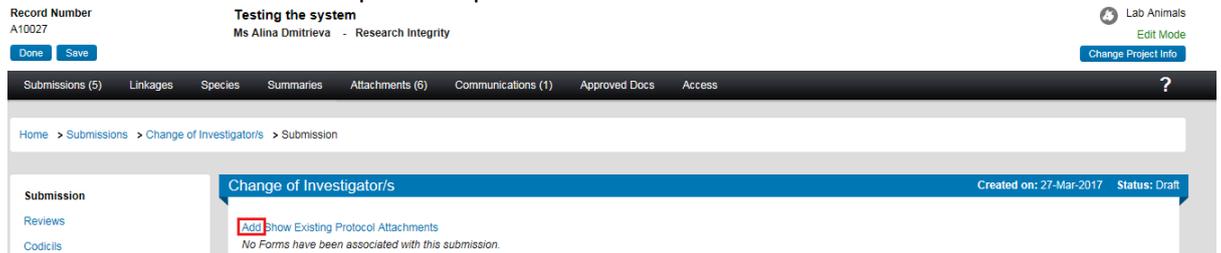
Choose the '**Change of Investigator/s**' submission type from the drop down box and click '**Add**' to create a new change of investigators submission:



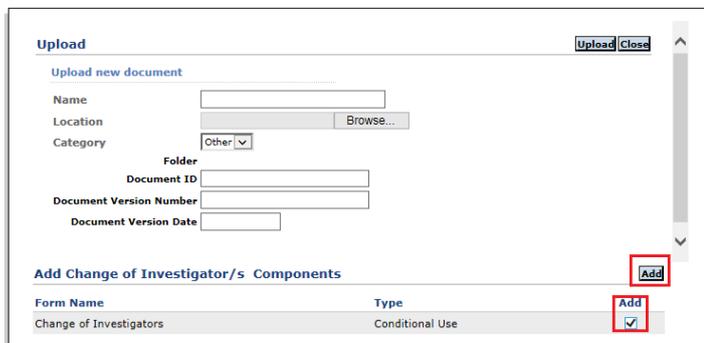


4. Add a blank form to the submission

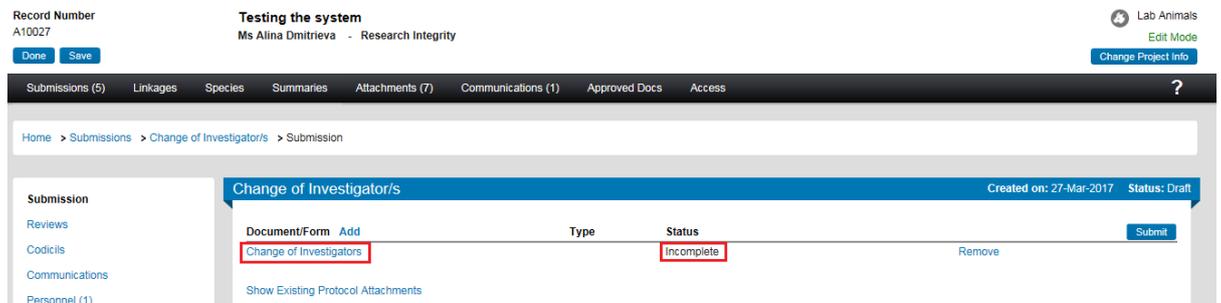
Click on the 'Add' button to open the upload window:



Tick the box against the 'Change of Investigator/s' 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 'Change of Investigator/s' link to open the form. Fill out the form.

A list of current investigators will be displayed.

- If there are **no changes** to an investigator, tick the "There is no change to this investigator" box. Select their role from the drop down box.

▼

Name: Dmitrieva, Alina * Role:

Select one of the options below:

There is no change to this investigator

Add this investigator

Remove this investigator

Modify this investigator's details



- If **adding** an investigator, click on the **Add Investigator** button and search for the investigator's name by selecting the first letter of their last name and typing their last name into 'Search for a particular entry box'.

Personnel Close

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Downing, Alison Curtin University 219539K **Select**

Search for a particular entry Filter by Position

Downing

Profiles with more than one department are listed with Primary Department first.

Click on the drop down box to select the correct entry. Check the student/staff ID to ensure you have selected the correct profile. Click 'Select'.

Personnel Close

A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Downing, Mandy Research Integrity 259956A **Select**

Search for a particular entry Filter by Position

Downing, Mandy

Profiles with more than one department are listed with Primary Department first.

In the investigator box, tick 'Add this investigator' box. Select their role from the drop down box and complete the information about the investigator:

▼ Delete

Name
Downing, Mandy

*** Role**
Co-Investigator

Select one of the options below:

There is no change to this investigator

Add this investigator

Remove this investigator

Modify this investigator's details

*** Responsibilities**

*** Expertise**
Include qualifications, grant approvals, journal articles, years in research (you can also attach a CV)

Please select the appropriate checkbox

Animal Monitor

Emergency Contact

Personnel Responsible for Euthanasia when necessary

- If **removing** an investigator, tick the 'Remove this investigator' box, specify their role, investigator's end date and reason for removal:

▼ Delete

Name
Downing, Mandy

*** Role**
Co-Investigator

Select one of the options below:

There is no change to this investigator

Add this investigator

Remove this investigator

Modify this investigator's details

*** Enter the investigator's end date**

*** Reason for removal**



- If **changing/swapping investigator's roles** or **modifying investigator's details**, tick the 'Modify this investigator's details' and in the space provided, clarify the proposed modifications.

▼ Delete

Name: Downing, Mandy * Role: Supervisor ▼

Select one of the options below:

There is no change to this investigator

Add this investigator

Remove this investigator

Modify this investigator's details

Responsibilities

Expertise
Include qualifications, grant approvals, journal articles, years in research (you can also attach a CV)

Please select the appropriate checkbox

Animal Monitor

Emergency Contact

Personnel Responsible for Euthanasia when necessary

Click 'Complete' and close the form:

Change of Investigators

Close Print Form History Save **Complete**

Updated By: Alina Dmitrieva @ 27-Mar-2017 03:14:18 PM

Introduction

Investigators

All Pages

INVESTIGATORS

Completing the investigators section:

- To add an investigator, click the **Add Investigator** button.
- Search for co-investigators by clicking on the first letter of their surname in the alphabet links that appears at the top of the search

The form status would have changed to 'Completed':

Record Number: A10027 Testing the system

Ms Alina Dmitrieva - Research Integrity Lab Animals

Done Save Edit Mode

[Change Project Info](#)

Submissions (5) Linkages Species Summaries Attachments (7) Communications (1) Approved Docs Access

Home > Submissions > Change of Investigator/s > Submission

Submission

Reviews

Codicils

Communications

Personnel (1)

Change of Investigator/s Created on: 27-Mar-2017 Status: Draft

Document/Form	Add	Type	Status	Remove
Change of Investigators			Completed	

[Submit](#)

[Show Existing Protocol Attachments](#)

6. Attach additional documents (optional)

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

Record Number: A10027 Testing the system

Ms Alina Dmitrieva - Research Integrity Lab Animals

Done Save Edit Mode

[Change Project Info](#)

Submissions (5) Linkages Species Summaries Attachments (7) Communications (1) Approved Docs Access

Home > Submissions > Change of Investigator/s > Submission

Submission

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Communications

Personnel (1)

Change of Investigator/s Created on: 27-Mar-2017 Status: Draft

Document/Form	Add	Type	Status	Remove
Change of Investigators	Add		Completed	

[Submit](#)

[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: A10027 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Submissions (5) Linkages Species Summaries Attachments (8) Communications (1) Approved Docs Access ?

Home > Submissions > Change of Investigator/s > Submission

Submission **Change of Investigator/s** Created on: 27-Mar-2017 Status: Draft

Document/Form	Add	Type	Status	Replace	Remove
2017 AEC dates.docx		Other	Completed	Replace	Remove
Change of Investigators			Completed	PDF	Remove

Show Existing Protocol Attachments

7. Submit the request

Click the 'Submit' button:

Record Number: A10027 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Submissions (5) Linkages Species Summaries Attachments (8) Communications (1) Approved Docs Access ?

Home > Submissions > Change of Investigator/s > Submission

Submission **Change of Investigator/s** Created on: 27-Mar-2017 Status: Draft

Document/Form	Add	Type	Status	Replace	Remove
2017 AEC dates.docx		Other	Completed	Replace	Remove
Change of Investigators			Completed	PDF	Remove

Show Existing Protocol Attachments



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.