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'.
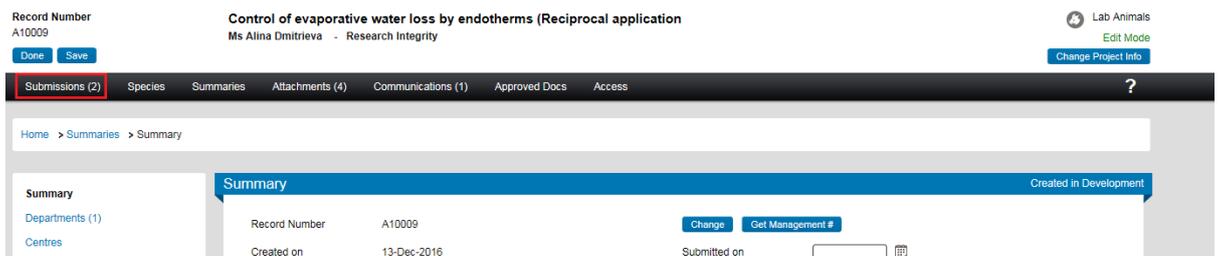
2. **Go into the project record**

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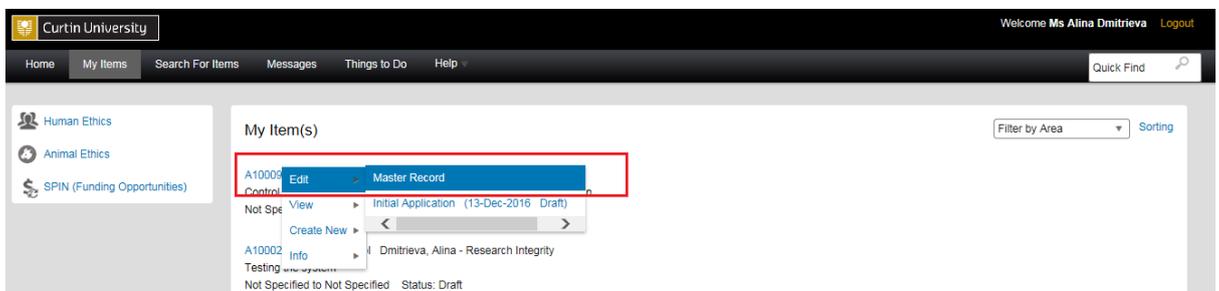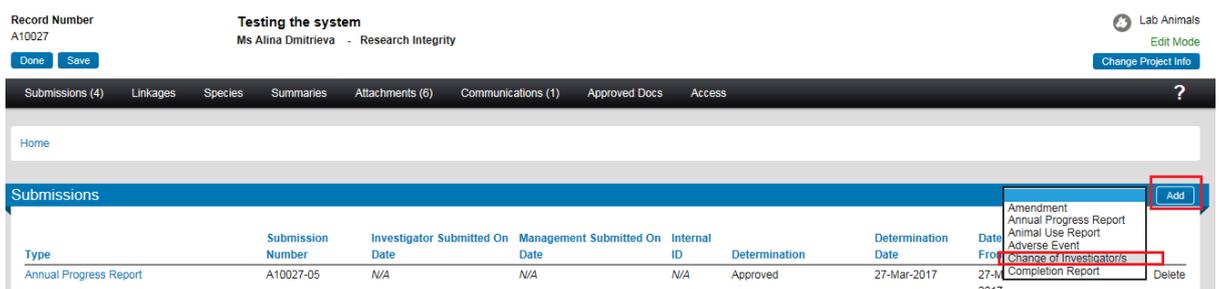

   The record will open in a new window.

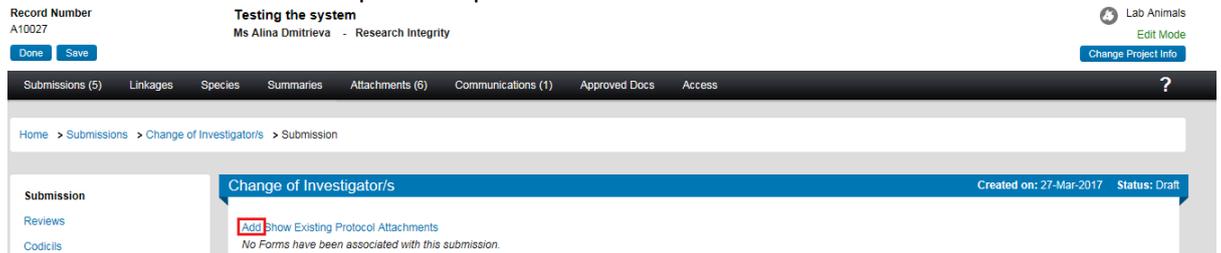3. **Create a new submission**

   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:
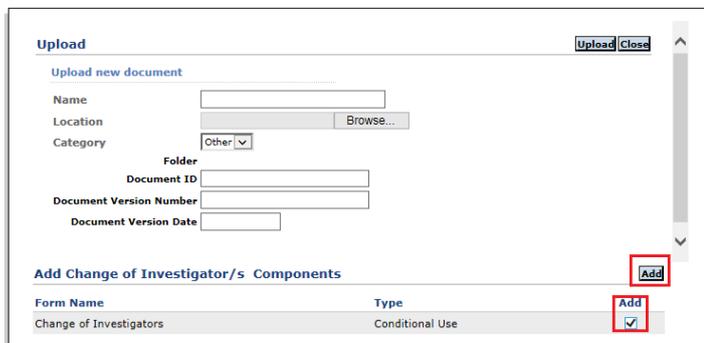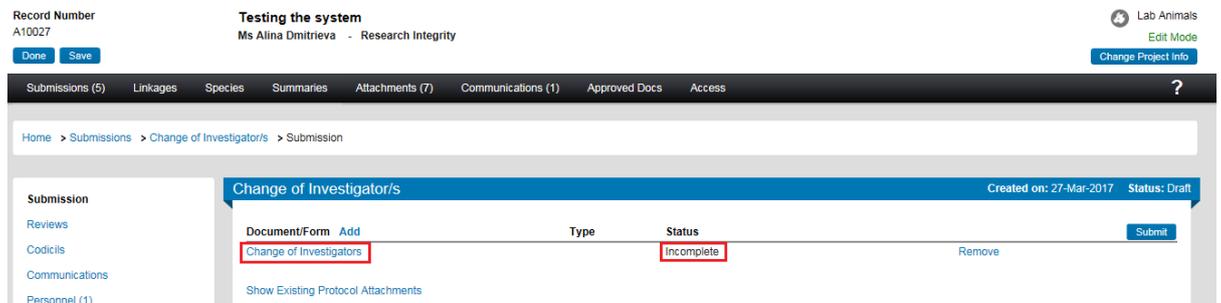

4. Add a blank form to the submission

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

Tick the box against the *'Change of Investigators'* 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 Investigators'* 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.

- 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 255956A [⌄] [**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.

Click 'Complete' and close the form:

The form status would have changed to *'Completed'*:

6. Attach additional documents (optional)

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

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

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

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

7. Submit the request

Click the *'Submit'* button:

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.