

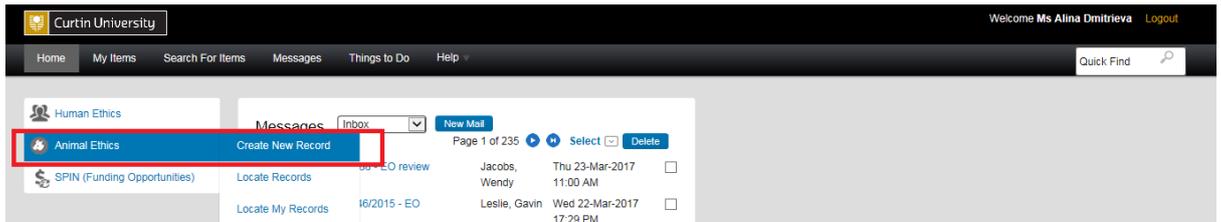


Submitting a New Ethics Application

1. Create a new project record

Login to [InfoEd](#)

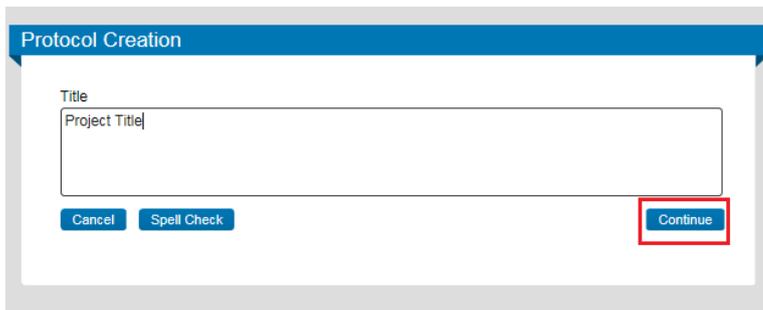
Hover your cursor over 'Animal Ethics' and select 'Create New Protocol':



The following pop up window will appear. Click 'Continue':



In the 'Protocol Creation' window, enter the title of the project. Click 'Continue'.



Your name will be displayed in the 'Select CI' window. If you are **NOT** the Chief Investigator on the project (i.e. student/co-investigator filling out the application on behalf of a CI), delete your name and enter the Chief Investigator's name.



Click 'Continue'.



A new record has been created. Note your record number on the top left-hand side of the screen:

Record Number: A10073
 Testing InfoEd
 Ms Alina Dmitrieva - Research Integrity

Done Save

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

Home > Submissions > Initial Application > Submission

Submission: Initial Application (Created on: 23-Mar-2017 Status: Draft)

Reviews
 Codicils
 Communications
 Personnel (1)

Add
 No Forms have been associated with this submission.

2. Add a blank ethics form to the submission

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

Record Number: A10073
 Testing InfoEd
 Ms Alina Dmitrieva - Research Integrity

Done Save

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

Home > Submissions > Initial Application > Submission

Submission: Initial Application (Created on: 23-Mar-2017 Status: Draft)

Reviews
 Codicils

Add
 No Forms have been associated with this submission.

Tick the box against either the 'Research/Teaching Ethics Application' OR 'Observational Study Ethics Application' form name and click 'Add' above the tick box:

Upload [Upload] [Close]

Upload new document

Name: [Text Box]
 Location: [Text Box] [Browse...]
 Category: [Dropdown Menu] Other
 Folder: [Text Box]
 Document ID: [Text Box]
 Document Version Number: [Text Box]
 Document Version Date: [Text Box]

Add Initial Application Components [Add]

Form Name	Type	Add
Research / Teaching Ethics Application	Conditional Use	<input type="checkbox"/>
Observational Study Ethics Application	Conditional Use	<input type="checkbox"/>
Reciprocal Animal Ethics Application	Conditional Use	<input type="checkbox"/>

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

Record Number: A10074
 Testing InfoEd
 Ms Alina Dmitrieva - Research Integrity

Done Save

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

Home > Submissions > Initial Application > Submission

Submission: Initial Application (Created on: 23-Mar-2017 Status: Draft)

Reviews
 Codicils
 Communications

Document/Form	Add	Type	Status	Remove
Research / Teaching Ethics Application		Application/form	Incomplete	Remove

Submit



3. Complete the form

Click on the link under 'Document/Form' to open the form. Fill out the form. Questions marked with an asterisk * are mandatory.

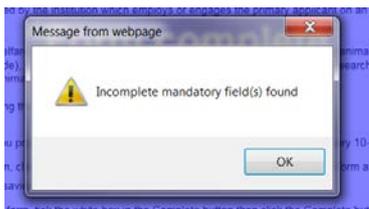
Click 'Complete':

Research / Teaching Ethics Application Close Print Form History Save Complete

Updated By: Alina Dmitrieva @ 28-Mar-2017 01:07:29 PM

<ul style="list-style-type: none"> 1. Introduction 2. Investigators 3. General information 4. Project details 	<h4>1. INTRODUCTION</h4> <p>Use this form to apply for an ethical review of animal teaching or research projects conducted by Curtin University staff or students.</p> <p>Researchers must comply with the Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition 2013 (The Code) and the Animal Welfare Act 2002 (WA). Throughout this document you will find hyperlinks to the relevant sections of The</p>
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Note: If you get the following message when you click 'Complete', you have not responded to one or more mandatory questions in the form. Click 'OK' and check the form for completeness:



Close the form.

4. Attach additional documents

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

Record Number: A10074 Testing InfoEd: Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

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

Home > Submissions > Initial Application > Submission

Submission	Initial Application	Created on: 23-Mar-2017	Status: Draft										
<ul style="list-style-type: none"> Reviews Codicals Communications 	<table border="0"> <tr> <td>Document/Form</td> <td>Add</td> <td>Type</td> <td>Status</td> <td>Submit</td> </tr> <tr> <td>Research / Teaching Ethics Application</td> <td></td> <td>Application/form</td> <td>Incomplete</td> <td>Remove</td> </tr> </table>	Document/Form	Add	Type	Status	Submit	Research / Teaching Ethics Application		Application/form	Incomplete	Remove		
Document/Form	Add	Type	Status	Submit									
Research / Teaching Ethics Application		Application/form	Incomplete	Remove									

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 documents you uploaded will appear in the submission window:

Record Number A10074 **Testing InfoEd** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (1) Linkages Species Summaries Attachments (2) Communications Approved Docs Access

Home > Submissions > Initial Application > Submission

Submission **Initial Application** Created on: 23-Mar-2017 Status: Draft

Document/Form	Add	Type	Status		
Research / Teaching Ethics Application		Application/form	Incomplete		Remove
2017 AEC dates.docx		Other	Completed	Replace	Remove

Submit

5. Submit the application

Click the 'Submit' button:

Record Number A10074 **Testing InfoEd** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (1) Linkages Species Summaries Attachments (2) Communications Approved Docs Access

Home > Submissions > Initial Application > Submission

Submission **Initial Application** Created on: 23-Mar-2017 Status: Draft

Document/Form	Add	Type	Status		
Research / Teaching Ethics Application		Application/form	Incomplete		Remove
2017 AEC dates.docx		Other	Completed	Replace	Remove

Submit

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 other investigators listed on the application will receive a notification asking them to sign off



on it (See [Investigator Sign-off](#) instructions guide). Once all investigators have endorsed the application, it 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](#) instructions guide). After the CI has endorsed the application, you and the other investigators listed on the application will receive a notification to sign-off. Once all investigators have endorsed the application, it will automatically come to the ethics office for review.