

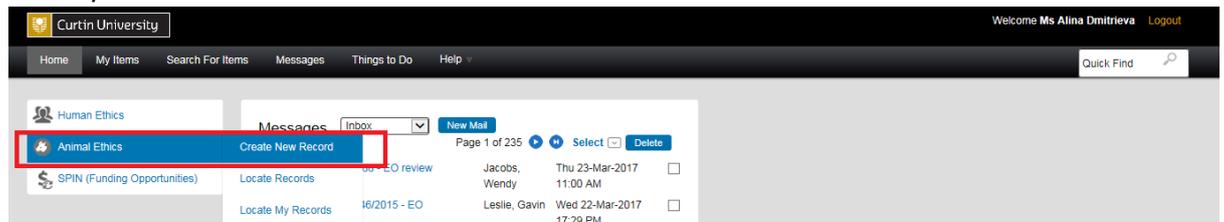


Submitting a Reciprocal Ethics Application

1. Create a new project record

Login to [InfoEd](#)

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

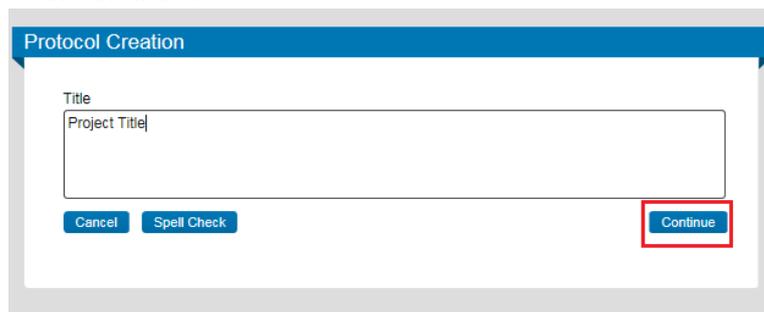


The following pop up window will appear. Click 'Continue':

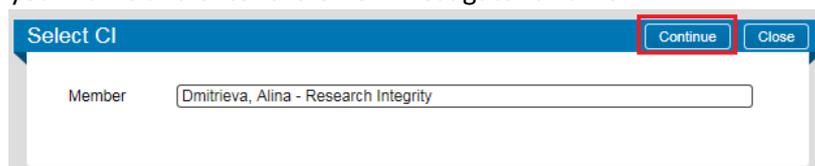


In the 'Protocol Creation' window, enter the title of the project. The project title **must** match the title of the project approved by another AEC.

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

Lab Animals
Edit Mode
Change Project Info

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 reciprocal 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

Lab Animals
Edit Mode
Change Project Info

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 the 'Reciprocal Animal Ethics Application' 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 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 checked="" type="checkbox"/>

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

Record Number: A10073

Testing InfoEd
Ms Alina Dmitrieva - Research Integrity

Done Save

Lab Animals
Edit Mode
Change Project Info

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	Submit
Reciprocal Animal Ethics Application		Application/form	Incomplete		



3. Complete the form

Click on the 'Reciprocal Animal Ethics Application' link to open the form. Fill out the form. Questions marked with an asterisk * are mandatory.

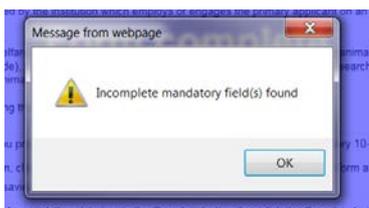
Click 'Complete':

Reciprocal Animal Ethics Application Close Print Form History Save **Complete**

Updated By: Aina Dmitrieva @ 23-Mar-2017 12:43:36 PM

<p>Introduction</p> <p>Investigators</p> <p>General information</p> <p>All Pages</p>	<p>INTRODUCTION</p> <p>Use this form to request Curtin University Animal Ethics Committee (AEC) to recognise ethics approval from a non-Curtin University Animal Ethics Committee.</p> <p>Curtin University reserves the right to decline to recognise another committee's approval and instead ask to review the project as a new Curtin University project.</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.

The form status would have changed to 'Completed':

Record Number: A10073 Testing InfoEd: Ms Aina 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	Document/Form	Type	Status	PDF	Remove
Initial Application	Reciprocal Animal Ethics Application	Application/form	Completed		

Created on: 23-Mar-2017 Status: Draft

4. Attach additional documents

Please upload the following documents:

- A completed copy of the lead AEC ethics application form;
- A copy of the lead AEC ethics approval letter;
- A copy of any amendments/adverse events/progress reports as approved by the lead AEC after ethics approval was granted.



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

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

Done Save

Lab Animals Edit Mode Change Project Info

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

Document/Form	Add	Type	Status		
Reciprocal Animal Ethics Application		Application/form	Completed	PDF	Remove

Submit

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: 2017 AEC dates.docx

Location: C:\Users\2594001\Desktop\ Browse...

Category: Other

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: A10073
 Testing InfoEd
 Ms Alina Dmitrieva - Research Integrity

Done Save

Lab Animals Edit Mode Change Project Info

Submissions (1) Linkages Species Summaries Attachments (4) Communications Approved Docs Access

Home > Submissions > Initial Application > Submission

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

Document/Form	Add	Type	Status		
Reciprocal Animal Ethics Application		Application/form	Completed	PDF	Remove
AEC Approval letter.docx		Other	Completed	Replace	Remove
AEC ethics application.docx		Other	Completed	Replace	Remove
Approved amendment requests.docx		Other	Completed	Replace	Remove

Submit



5. Submit the application

Click the 'Submit' button:

Record Number: A10073 | Testing InfoEd: Ms Alina Dimitrieva - Research Integrity | Lab Animals | Edit Mode | Change Project Info

Done Save

Submissions (1) | Linkages | Species | Summaries | Attachments (4) | 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 Codicils Communications Personnel (1) Departments (1) 	<table border="1"> <thead> <tr> <th>Document/Form</th> <th>Add</th> <th>Type</th> <th>Status</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Reciprocal Animal Ethics Application</td> <td></td> <td>Application/form</td> <td>Completed</td> <td>PDF</td> <td>Remove</td> </tr> <tr> <td>AEC Approval letter.docx</td> <td></td> <td>Other</td> <td>Completed</td> <td>Replace</td> <td>Remove</td> </tr> <tr> <td>AEC ethics application.docx</td> <td></td> <td>Other</td> <td>Completed</td> <td>Replace</td> <td>Remove</td> </tr> <tr> <td>Approved amendment requests.docx</td> <td></td> <td>Other</td> <td>Completed</td> <td>Replace</td> <td>Remove</td> </tr> </tbody> </table>	Document/Form	Add	Type	Status			Reciprocal Animal Ethics Application		Application/form	Completed	PDF	Remove	AEC Approval letter.docx		Other	Completed	Replace	Remove	AEC ethics application.docx		Other	Completed	Replace	Remove	Approved amendment requests.docx		Other	Completed	Replace	Remove		Submit
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AEC ethics application.docx		Other	Completed	Replace	Remove																												
Approved amendment requests.docx		Other	Completed	Replace	Remove																												

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.