

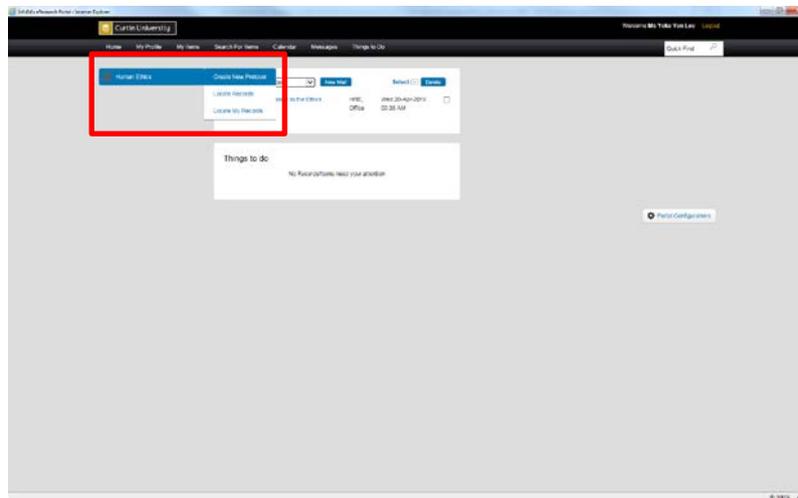


Creating a new Human Research Ethics Reciprocal Application in InfoEd

Log in to InfoEd => <https://infoed.curtin.edu.au>

Important! A Co-Investigator can create, complete and submit new human research ethics applications in InfoEd on behalf of the Chief Investigator. Please note that the Research Ethics Office will not receive the application until after the Chief Investigator and all Co-Investigators have reviewed and signed off on the ethics application in InfoEd.

1. Go to InfoEd home page>Left-side menu. Hover your cursor over 'Human Ethics' and select 'Create New Record'.



2. A separate window will appear on your screen with the following message "New Human Protocol in Human Ethics Development". Click 'Continue'.
3. "Protocol Creation" window will appear on your screen. Type or copy/paste your project title in the text box, and click 'Continue'.
4. "Select CI" window will appear on your screen. Click 'Continue' if your name appears in the field. Otherwise, delete your name and start typing in the last name of the Chief Investigator (CI). A list should appear once you start typing, hence select the correct CI name and then click 'Continue'. **Important: Students have to enter their supervisor as the CI. Please note that the Chief Investigator must be a Curtin University staff member!**
5. New record has now been created. Your record number is on the top left-hand side of the "Initial Application" window.
6. Click on 'Add' (next to 'Show Existing Protocol Attachments') in the "Initial Application" window. A separate window will appear on your screen. Under the 'Add Initial Application Components' section, scroll down the screen and select the appropriate form name 'Reciprocal Application'. Tick the corresponding box and click 'Add'. You have successfully selected the type of form to be added to this record.



7. To start filling in your ethics form, click on the 'Reciprocal Application' link in the "Initial Application" screen.
8. A new window will appear, which will display instructions on how to fill in the form. You can commence by clicking on the relevant section(s) on the navigation panel on the left-hand side to display a specific section of the application form.
9. **Please remember to save your work by clicking the 'Save' button on the screen whenever new information has been updated in your form.** The page will display the word 'Saving' over a purple background, and will display 'Save Complete' before it returns to normal display mode (as above).

How to Add Investigators to Your Human Research Ethics Application

Recognition of Another Ethics Approval

Close Print Form History Save Complete

Updated By: Mandy Downing @ 16-Dec-2016 11:16:41 AM

1. Introduction

2. General Information

3. Investigators

All Pages

3. INVESTIGATORS

Investigator **+** (Add Investigators)

Investigator

Name
Downing, Mandy

Chief Investigator Start Date: 16-Dec-2016 End Date: Role:

* Explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).

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Address

[Kent Street, Bentley, Perth](#)

[Western Australia 6102](#)

LOCATIONS

[Bentley \(main campus\)](#)

[Other WA campuses](#)

[Curtin University Sydney](#)

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CRICOS Provider Code

00301J

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1. In the 'Investigators' page, click on the '+' icon to add your co-investigator to the application.
2. If you have more than one co-investigator, you will have to repeat this action for each co-investigator you need to add.
3. Once you have clicked on the '+' icon, a separate window titled "Personnel" will appear on your screen.
4. In the "Personnel" window, you can search by clicking on the applicable alphabet link to bring up the list of surnames matching your selection. Once you have done this, type in the **LAST NAME** of the CO-



- investigator in the 'Search for a particular entry' text box. This will narrow down your search results, and you can click on the drop-down arrow next to the 'Select' button to display the results.
- Once you have located the name of the co-investigator, click on the name and it will display in the "Personnel" window.
 - Press 'Select'. The separate 'Personnel' window will disappear, and the name of your selected co-investigator will appear in the 'Investigators' section.
 - Repeat the same steps as above in this section for each Co-Investigator to be added to your human research ethics application.
 - If you are a Co-Investigator who is creating a new human research ethics application on behalf of the Chief Investigator, you must check the 'Chief Investigator' box under the name of the Chief Investigator.**

Curtin University

Close Print Form History Save Complete

Updated By: Mandy Downing @ 16-Dec-2016 11:16:41 AM

1. Introduction

2. General Information

3. Investigators

All Pages

3. INVESTIGATORS

Investigators (+Add Investigators)

▼ Investigators

<p>Name</p> <p>Downing, Mandy</p> <p><input checked="" type="checkbox"/> Chief Investigator</p>	<p>Start Date</p> <p><input type="text" value="16-Dec-2016"/></p>	<p>End Date</p> <p><input type="text"/></p>	<p>Role</p> <p><input type="text"/></p>
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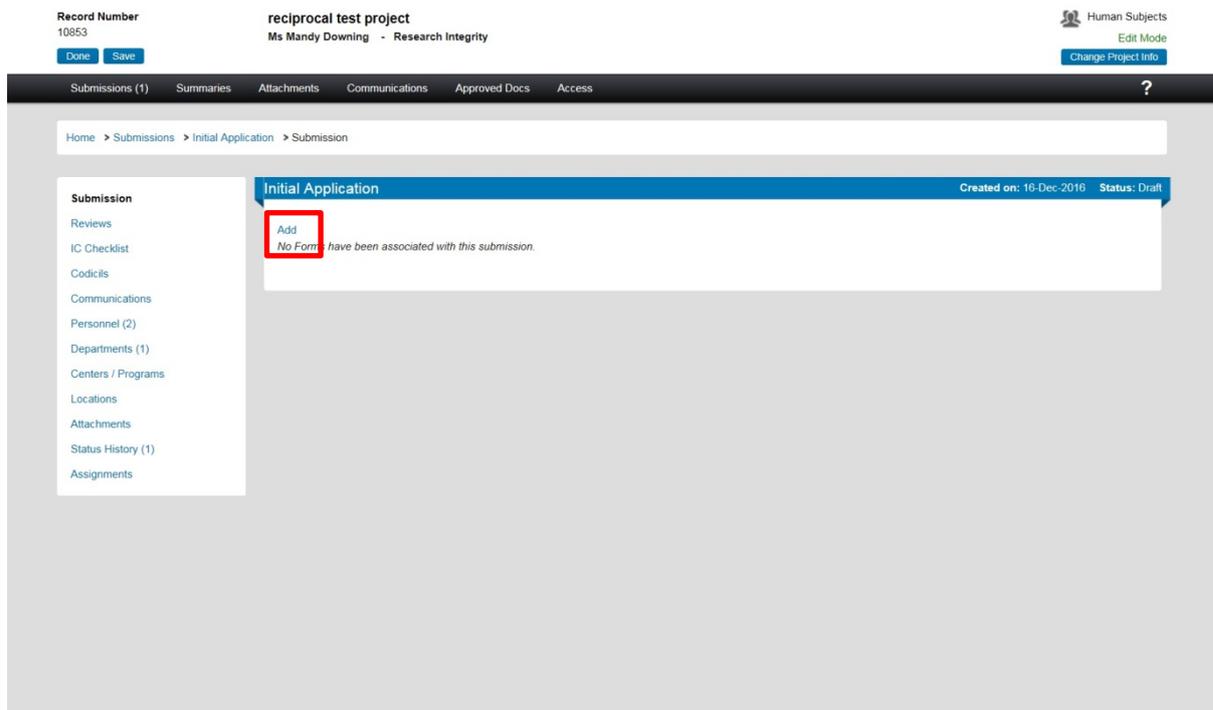
* Explain how the researcher has sufficient skills and experience to conduct the proposed research (NS.3.3.5).

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Social media at Curtin



How to Attach Supporting Documents to Your Human Research Ethics Reciprocal Application



1. In the 'Initial Application' screen, click on the 'Add' link.
2. A new window titled 'Add Components' will appear on your screen.
3. In the 'Upload' section, click on 'Browse' to locate the file you wish to attach with this report.
4. Once you have located and selected the document, click 'Open' to continue.
5. The location of the selected document should now be listed in the 'Location' field of the 'Upload' section in the 'Add Components' window. Click on 'Upload'. The 'Add Components' window will close once the document upload is completed.
6. **Please ensure that you attach all your supporting documents (Ethics approval letter, application form, annual reports, amendments, adverse events from the Lead HREC) before submitting your application!**



Completing your Human Research Ethics Reciprocal Application in InfoEd

1. After you have updated and saved all the information you need to provide in order to complete the form, click on the 'Complete' button at the top right-hand side.

Mandatory Questions

Page Number	Question
1	Was the ethics approval obtained from a National Health and Medical Research Council accredited ethics review committee? you can find a list of NH&MRC accredited ethics committees here: https://www.nhmrc.gov.au/health-ethics/human-research-ethics-committees-hrecs
2	Is this project a clinical trial?
3	Has this project been approved as a quality assurance project or evaluation?

Close **Print** **Form History** **Save** **Complete**

Updated By: Mandy Downing @ 16-Dec-2016 11:46:05 AM

ACTION

Use this form to request Curtin University Human Research Ethics Committee (HREC) to recognise ethics approval from a non-Curtin University Ethics Committee. 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. Researchers should obtain ethics approval from the institution where participants are being recruited from. If the Curtin HREC accepts the ethics review process of the institution, the approval will be reciprocated by the Curtin HREC. Ethics approvals from institutions that are accredited by the National Health and Medical Research Council will be accepted by the Curtin HREC. Ethics approvals from other institutions will be considered on the basis of the HREC process of the institution, the values and principles on which they rely, and if there is a national accreditation process. Projects that received Quality Assurance approvals may be reviewed through the reciprocal process.

Saving and completing the form:

- Click Save as you progress through the form. We recommend that you click Save every 10-15 minutes.
- To close the form, click the Save button then the Close button. You can return to the form at any time. Do not close the window without saving your work.
- To complete the form, tick the white box in the Complete button then click the Complete button itself.

IMPORTANT: The session timeout period is 30 minutes. You will lose unsaved work if the form is idle for more than 30 minutes. Please click the Save button at regular intervals to save your changes.

Completing the investigators section:

- To add an investigator, click the add (+) 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 page. Type the co-investigator's LAST NAME in the 'Search for a particular entry' text box to narrow your search results. Click on the drop-down arrow next to the 'Select' button to display the results.
- Indicate the Chief Investigator by checking the 'Chief Investigator' checkbox.
- Do not enter start or end dates.

2. **Important! InfoEd will not allow you to progress successfully to 'Complete' status if you have not answered all the mandatory questions on the ethics form in InfoEd.**
3. A pop-up window will appear after you have clicked 'Complete', with the following message "Incomplete mandatory field(s) found. This message means that you have not answered all the mandatory questions in your ethics form. Click 'Ok'.
4. A separate window will now appear at the top left-hand side of your screen, and this will display a list of all the mandatory questions which have not been answered on your form.
5. **You will have to go to the relevant sections of the form, and answer the listed mandatory questions. Remember to click the 'Save' button for each section after updating each section!**
6. Once all the mandatory questions and actions have been updated in the form, click on the 'Complete' button at the top right-hand side. If successful, a "Form Complete Successful" message will appear briefly on your screen (with a purple background).
7. Once your screen reverts to normal display, you should see that the box next to the 'Complete' button has been ticked.



8. After successful completion of the form, click 'Close' to close the window.

Submitting your Human Research Ethics Application in InfoEd

1. Go to Home>Submissions>Initial Application
2. Your completed application should be listed on this screen, together with all the supporting documentation you have uploaded to this record.
3. When you are ready to submit your ethics application, click the 'Submit' button in the "Initial Application" window.

 A screenshot of the InfoEd web application interface. At the top, it shows the record number '10853' and the project name 'reciprocal test project' by 'Ms Mandy Downing - Research Integrity'. There are 'Done' and 'Save' buttons. On the right, there are links for 'Human Subjects', 'Edit Mode', and 'Change Project Info'. A navigation bar includes 'Submissions (1)', 'Summaries', 'Attachments (1)', 'Communications', 'Approved Docs', and 'Access'. The main content area shows a breadcrumb trail: 'Home > Submissions > Initial Application > Submission'. Below this is a table for 'Initial Application' with columns for 'Document/Form', 'Type', and 'Status'. A 'Submit' button is highlighted with a red box. The table contains one entry: 'Reciprocal Application' with a status of 'Completed'.

Document/Form	Type	Status
Reciprocal Application		Completed

4. A separate pop-up window will appear, displaying the investigator declaration. Select 'Accepted', and then press 'Continue' to proceed with the submission.
5. If the application has been successfully submitted, the status of your application should change from "Draft" to "Submitted" in the "Initial Application" window.
6. If you are the Chief Investigator and the sole investigator listed on the application, you will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.



7. If you are the Chief Investigator and your application has one or more Co-Investigators listed on the application, you will receive the automated email from InfoEd only after all the Co-Investigators listed on the application have signed off on it.
8. If you are the Chief Investigator, the same message will also appear in your message queue in the 'Messages' page on your InfoEd main screen.
9. If you are a Co-Investigator listed in the ethics application, you will receive an automated email InfoEd in your Outlook inbox, requiring you to sign off on the application before it can proceed further along the workflow process in InfoEd.
10. The same message will also appear in your message queue in the 'Things to Do' page on your InfoEd main screen.

Please note that:

If the human research ethics application is submitted by a Co-Investigator in InfoEd, the Chief Investigator must approve the application before it undergoes the InfoEd ethics approval workflow.

The Chief Investigator will receive a notification email in their Outlook inbox, requesting that they review and sign off on the application.

The application will not proceed in InfoEd until the Chief Investigator has signed off on the application in InfoEd.



Support Available

Faculty	Email
CBS	ORD-ethicscbs@curtin.edu.au
Health Science	ORD-ethicshs@curtin.edu.au
Humanities	ORD-ethicshum@curtin.edu.au
Science & Engineering	ORD-ethicssae@curtin.edu.au
Non Faculty	ORD-ethicssae@curtin.edu.au
Non-low risk & reciprocals	hrec@curtin.edu.au
Technical Support	infoed@curtin.edu.au