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 an amendment 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, hover over edit and select ‘**Master Record**’.

   ![Image of InfoEd screen showing how to select Master Record](#)

   The record will open in a new window.

3. **Create a new submission**

   Click on the ‘Submissions’ tab:

   ![Image of InfoEd screen showing submissions tab](#)

   Choose the ‘Amendment’ submission type from the drop down box and click ‘Add’ to create a new amendment request submission:
4. **Add a blank form to the submission**

Click on the ‘Add’ button to open the upload window:

![Add button](image)

In the upload window, tick the box against the ‘Amendment Request’ form name and click ‘Add’ above the tick box:

![Upload window](image)

The upload window will disappear and you will be taken back to the Amendment Request submission window. A blank amendment request form will now be added to the Amendment Request submission window. The status of this blank form will display as ‘Incomplete’ until you answer all the questions in the form.

![Status](image)

5. **Complete the form**

Click on the ‘Amendment request’ link to open the form. Fill out the form. **Please ensure you provide sufficient information about the proposed changes to your project.** Once you have answered all the questions click ‘Save’ to save your answers. Then tick the check box in the ‘Complete’ button and click on ‘Close’:

![Form](image)
The form status would have changed to ‘Completed’.

6. Attach supporting documents (optional)
Click on the ‘Add’ button to open the upload window:

Click ‘Browse’ to locate the document you would like to upload. Choose a category from the drop down menu. You can only upload one document at a time.

Click ‘Upload’. You can repeat this step if you have more than one supporting document to 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 amendment 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 amendment request, the status of the submission will change from ‘Draft’ to ‘Submitted’. The submission will first go to the Chief Investigator for endorsement. After the CI has endorsed the submission it will automatically come to the Research Ethics Office for processing.

### Support Available

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<th>Faculty</th>
<th>Email</th>
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<tbody>
<tr>
<td>CBS</td>
<td><a href="mailto:ROC-ethicsbal@curtin.edu.au">ROC-ethicsbal@curtin.edu.au</a></td>
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