1. **Locate the record in InfoEd**

   *Chief Investigator on the project:* Login to [InfoEd](#). Go to ‘My Items’ tab and find the record requiring an Annual Progress report.

   *Co-Investigator/Student on the project:* Login to [InfoEd](#). Enter the record number into the ‘Quick Find’ field on the right hand side of the screen and click ‘Enter’.

2. **Go into the record**

   Hover the cursor over the record number, then over ‘Edit’ and click on ‘Master Record’.

3. **Create a new submission**

   In the ‘Summary’ window, click on ‘Submissions’.

   In the ‘Submissions’ window, choose the ‘Annual Progress Report’ submission type from the drop down box and click ‘Add’ to create a new annual progress report submission:

   After you click on the ‘Add’ button, the system will now take you to the newly—created Annual Progress Report submission window.
4. Add a blank form to the submission

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

In the upload window, tick the box against the ‘Annual Progress Report’ form name and click ‘Add’ above the tick box:

The upload window will disappear and you will be taken back to the Annual Report submission window. A blank annual progress report form will now be added to the Annual Progress Report submission window. The status of this blank form will display as ‘Incomplete’ until you answer all the questions in the form.

5. Complete the form

Click on the ‘Annual Progress Report’ link to open the form. Fill out the form. Please ensure you provide sufficient information about the progress of project to date. Click ‘Save’ to save your answers. Once you have answered all the questions, click ‘Complete’ and close the form:

The form status will now change 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 from your computer drive. 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 report

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’.

If you are the Co-Investigator/Student, the status of the submission will change from ‘Draft’ to ‘Submitted’. The annual report submission will have to be signed off by the Chief Investigator and all other listed investigators before it is assigned to the Research Ethics Office for processing.

Support Available

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<tr>
<td>CBS</td>
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