Create a new Human Research Ethics Reciprocal Application in InfoEd

Important! A Co-Investigator or Student can create, complete and submit new human research reciprocal ethics applications in InfoEd on behalf of the Chief Investigator (CI). The Research Ethics Office will not receive the application until after the Chief Investigator and all Co-Investigators or Students have reviewed and endorsed the application in InfoEd.

1. Create a new record

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

In the Home page, hover your cursor over ‘Human Ethics’ and click on ‘Create New Record’.

A separate window will appear on your screen with the following message “New Human Protocol in Human Ethics Development”. Click ‘Continue’.

A “Protocol Creation” window will appear on your screen. Type or copy/paste your project title in the text box, and click ‘Continue’.

A “Select CI” window will appear on your screen. Please note that the Chief Investigator (CI) must be a Curtin University staff member! Click ‘Continue’ if you are the Chief Investigator (CI).

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’.
You should now be in the ‘Initial Application’ window. Your record number is on the top left-hand side of the “Initial Application” window.

2. Add a blank reciprocal application form to the submission

Click on the “Add” button to open the upload window:

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

The upload window will disappear and you will be taken back to the Initial Application submission window. A blank human reciprocal ethics application form has been added to the Initial Application window. The status of this blank form will display as ‘Incomplete’ until you answer all the questions in the form.

3. Fill in the reciprocal application form

To start filling in your reciprocal ethics form, click on the ‘Reciprocal Application’ link in the “Initial Application” screen.
Click ‘Save’ to save your answers. Once you have answered all the questions, tick the ‘Complete’ box and close the form.

Important! InfoEd will not allow you to progress successfully to ‘Complete’ status if you have not answered all the mandatory questions on the reciprocal ethics application form in InfoEd.

After successful completion of the form, click ‘Close’ to close the window.

4. Add investigators to your application form

Click on ‘Investigators’ on the left side of the form window.
In the ‘Investigators’ page, click on the ‘+’ icon to add your co-investigator to the reciprocal application.

If you have more than one co-investigator, you will have to repeat this action for each co-investigator you need to add.

Once you have clicked on the ‘+’ icon, a separate window titled ‘Personnel’ will appear on your screen.

In the “Personnel” window, you can search by clicking on the alphabet link matching the first letter of the co-investigator’s last name, 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 reciprocal ethics application.

Press ‘Save’ after you have updated the role and skills/experience of each investigator. You do not have to specify the End Date.

If you are a Co-Investigator who is creating a new human reciprocal ethics application on behalf of the Chief Investigator, you must check the ‘Chief Investigator’ box under the name of the Chief Investigator.

5. Attach supporting documents to your submission

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.
Select a category from the ‘Category’ drop-down menu, and click ‘Upload’.

To complete the upload of the documents, close the upload window.

The document/s you uploaded will appear in the submission window:

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!

6. Submit your reciprocal ethics application

When you are ready to submit your reciprocal ethics application, click the ‘Submit’ button in the “Initial Application” window.
If a Chief Investigator submits the reciprocal ethics application:

A new window will appear, displaying the investigator declaration. Select ‘Accepted’, and then press ‘Continue’ to proceed with the submission.

If the reciprocal ethics application has been successfully submitted, the status of your application should change from “Draft” to “Ethics Officer review” in the “Initial Application” window.

Once all listed investigators have signed off on the reciprocal ethics application, you will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.

The same message will also appear in the ‘Messages’ page on your InfoEd ‘Home’ screen.

If a Co-Investigator submits the ethics application:

If the reciprocal ethics application has been successfully submitted, the status of your application should change from “Draft” to “Submitted” in the “Initial Application” window.

The reciprocal ethics application will now be assigned to the Chief Investigator for their endorsement.

When the Chief Investigator has endorsed the reciprocal ethics application, all listed Co-Investigators will each receive an automated notification email, requesting for them to endorse the application.

When all listed investigators in the reciprocal ethics application have provided their endorsement, the application will be assigned to the Research Ethics Office for processing.

Important: Your human research reciprocal ethics application will not proceed in InfoEd until all listed investigators have endorsed (signed off on) the application.
## Support Available

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