If an ethics submission requires further information/changes prior to a review by the Human Ethics Committee (HREC), HREC Chair or Faculty/Office reviewer, the Chief Investigator will receive a request for additional information from the Ethics Office.

If you are a co-investigator/student on the project, follow the steps below to respond to the request for additional information.

A) Find out the details of the requested amendments from the Chief Investigator
   1. Contact the Chief Investigator (CI) to find out the details of the additional information requested by the Ethics Office. The CI can follow the steps (A to C) outlined in the Respond to Request for Additional Information (Chief Investigator) instruction guide to see what amendments need to be made to the submission.

B) Locate the project in InfoEd
   2. Login to InfoEd. Enter the record number into the ‘Quick Find’ field on the right hand side of the screen and click ‘Enter’.

C) Go into the project record
   3. Hover the cursor over the record number, then over ‘Edit’ and click on ‘Master Record’:

   4. The record will open in a new window.

D) Go into the Initial Application submission
   5. Click on the ‘Submissions’ tab:

   6. Click on the ‘Initial Application’ link:
7. You will see the list of documents that are part of the initial application submission:

![Image of document list]

E) Amend the submission documents

8. To edit the ethics form/report, click on the document name to open it.

![Image of ethics form/report]

9. The form/report will open in a new window. Untick the ‘Complete’ box to unlock the form and make the necessary amendments:

![Image of form/report with unticked ‘Complete’ box]

10. Tick the ‘Complete’ box again to lock the form. Close the form.

11. You have an option to replace and remove documents:

![Image of document management]

12. Important note: **DO NOT REMOVE** the ‘Human Research Ethics Application’ form under any circumstances!

13. If you need to upload additional documents, click on the ‘Add’ button:

![Image of upload window]

14. An upload window will open. Click on ‘Browse’ to search for the document you would like to upload (you can only upload one file at a time). Select the document from your computer or USB drive, then click ‘Upload’, and close the window to finalise the upload of documents.

![Image of upload process]
F) Notify the Chief Investigator

15. Notify the Chief Investigator (via email, in person, etc.) once you have amended the submission, so that he/she can send the submission back to the Ethics Office. The Chief Investigator will need to follow steps listed under sections A, B and E as outlined in the *Respond to Additional Information Required in InfoEd (CI)* instruction guide.

<table>
<thead>
<tr>
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<th>Email</th>
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<tr>
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