1. Locate the project in the InfoEd

   **Chief Investigator on the project:**
   - Log into InfoEd.
   - In the Home screen, go to 'My Items' tab and find the record.
   - Once the record is located, hover your cursor over the record number, then over "Edit", and click on Master Record.
   - In the Summary window, click on "Submissions" (near the top left of this screen).
   - In the Submissions window, click on the submission you would like to go into.
   - You should now be in the submission window.

   **Co-Investigator/Student on the project:**
   - Log into InfoEd.
   - In the Home screen, type your 5-digit record number in the 'Quick Find' box on the top right-hand side of the Home screen and press 'Enter'.
   - Once the record is located, hover your cursor over the record number, then over "Edit", and click on Master Record.
   - In the Summary window, click on "Submissions" (near the top left of this screen).
   - In the Submissions window, click on the submission you would like to go into.
   - You should now be in the submission window.

2. Edit the submission
   
   a. **Scenario 1 - The ethics form has been completed, but not yet submitted to the office:**
   
   The form status should be displayed as 'Completed'.

   Click 'Submit':

   b. **Scenario 2 – A form has been added to the submission, but is incomplete:**

   Click on the link to open the form:
The form will open in a new window.

Fill out the form and tick the ‘Complete’ box.

Close the form.

The form status will change to ‘Completed’.

Click ‘Submit’.

C. Scenario 3 – A blank form has not been added to the submission:

Click on the ‘Add’ button.

The upload window will open.

Tick the box against the form name and click ‘Add’ above the tick box.
A blank form has been successfully added to the submission and is currently ‘Incomplete’:

Click on the link to open the form. Fill out the form. Click ‘Complete’ and close the form:

The form status would have changed to ‘Completed’:

Click ‘Submit’:

d. Scenario 4 – additional supporting documents to be added to the 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:

**e. Scenario 5 – adding/removing investigators in your ethics form**

- If your ethics application has already been approved, please submit a Change of Investigator/s request in InfoEd.
- If your ethics application has yet to be approved, and is currently in ‘Draft’, ‘Additional Info Required’ or ‘Minor/major amendment’ status, please follow the instructions below.
To add investigators:

Log into InfoEd, locate your record and open the submission window containing the ethics 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 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 or student to be added to your human research ethics application.

To delete investigators:

Log into InfoEd, locate your record and open the submission window containing the ethics form.

Click on ‘Investigators’ on the left side of the form window.
Locate the investigator to be deleted from your form, and click on the rubbish bin icon.

Click ‘OK’ when the following window appears on your screen.

The selected investigator’s name will be deleted from the ethics form. Click ‘Save’ to update the change to your form.

Support Available

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