Responding to the Animal Ethics Committee

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 Annual Progress report.

   **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 and select ‘Edit - Master Record’:

   ![Record in InfoEd](#)

   The record will open in a new window.

3. **Locate the submission**

   Click on the ‘Submissions’ tab:

   ![Submissions tab](#)

   Locate the ‘Respond to Change Requests’ under the submission that was reviewed by the AEC and requires revisions (i.e. initial application, amendment request, etc.). Click on the link:
A pop up window will appear. Select ‘Response to the AEC’ from the drop down box and click ‘Save’:

You will see the document/s submitted to the AEC for review.

4. **Edit the submission**

Click on the eForm to open it up:

Untick the ‘Complete’ box to unlock the form:

Reciprocal Animal Ethics Application

Make necessary revisions within the form. Tick the ‘Complete’ box again to lock the form. Close the form window.

Remove/replace the other documents in the submission as necessary.

5. **Attach additional documents**

If your submission has been approved subject to conditions and requires revisions, please attach a letter with responses to the AEC queries.
Click on the ‘Add’ button:

An upload window will appear. Click ‘Browse’ to locate the document you would like to upload. 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:
6. **Submit the report**

   Click the ‘Submit’ button:

   ![Submit button image]

   **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 application, the submission will first go to the Chief Investigator for endorsement (See [Investigator Sign-off](#)). After the CI has endorsed the submission it will automatically come to the ethics office for review.