Responding to Request for Additional Information

(Chief Investigator)

If an ethics submission requires further information/changes before a review by the Animal Ethics Committee/ AEC Chair, the Chief Investigator will receive a request for additional information from the Ethics Office. Follow the steps below to respond to the request for additional information.

1. **Go into ‘Things to Do’ tab**
   
   Login to [InfoEd](#). Go to ‘Things to do’ tab:

   ![InfoEd image]

2. **Locate the task**
   
   The task will be in the following format: **AXXX (Animal Protocol) – Additional info required**

   ![Task Assignment image]

   Click on the link to open the Task/Assignment window, which will look like this:
3. View the comments from the Ethics Office

Click on the ‘Show Assignment History’ button at the bottom of the window to reveal the comments from the Ethics Officer:

4. Amend the submission documents

To edit the ethics form/report, click on the link:

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

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

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). Click ‘Upload’, then close the window to finalise the upload of documents.

**Important note:** do NOT add documents UNDER the Finalize Task/Assignment banner. This is for office use only.

5. **Send the submission back to the Ethics Office**
   In the Task/Assignment window, click ‘I am done’.