Responding to Request for Additional Information  
(Co-investigator/Student)

If an ethics submission requires further information/changes prior to a review by the Animal Ethics Committee/ AEC Chair, 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.

1. **Find out the details of the requested amendments from the Chief Investigator**
   Contact the Chief Investigator to find out details of the additional information requested by the Ethics Office. The CI can follow the steps 1-3 outlined in the Responding to Request for Additional Information (Chief Investigator) instructions guide to see what amendments need to be made to the submission.

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

3. **Go into the project record**
   Hover the cursor over the record number and select ‘Edit - Master Record’:
   The record will open in a new window.

4. **Go into the Initial Application submission**
   Click on the ‘Submissions’ tab:
Click on the ‘Initial Application’ link:

You will see the list of documents that are part of the initial application submission:

5. **Amend the submission documents**
   
   To edit the ethics form/report, click on the document name to open it. The form/report will open in a new window. Untick the ‘Complete’ box to unlock the form and make the necessary amendments:

   **Reciprocal Animal Ethics Application**

   **INTRODUCTION**
   
   Use this form to request Curtin University Animal Ethics Committee (AEC) to recognise ethics approval from a non-Curtin University Animal Ethics Committee.

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

   You have an option to replace and remove documents:
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.

6. **Notify the Chief Investigator**

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 1, 2 and 5 outlined in the *Responding to Request for Additional Information (Chief Investigator)* instructions guide.