Submitting an Adverse Event report

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 Adverse Event 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**’:

   The record will open in a new window.

3. **Create a new submission**

   Click on the ‘**Submissions**’ tab:

   Choose the ‘**Adverse Event**’ submission type from the drop down box and click ‘Add’ to create a new annual progress report submission:
4. Add a blank form to the submission

Click on the ‘Add’ button to open the upload window:

Tick the box against the ‘Annual Progress Report’ form name and click ‘Add’ above the tick box:

A blank form has been successfully added to the submission and is currently ‘Incomplete’:

5. Complete the form

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

Adverse Event Report
The form status would have changed to ‘Completed’:

6. Attach additional documents (optional)
   Click on the ‘Add’ button to open the upload window:

   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.
7. Submit the report

Click the ‘Submit’ button:

A separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click ‘Accepted > Continue’.