Submitting an Animal Use 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 animal use 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’:

   ![Edit Master Record](#)

   The record will open in a new window.

3. **Create a new submission**
   
   Click on the ‘Submissions’ tab:

   ![Submissions Tab](#)

   Choose the ‘Animal Use Report’ 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 ‘Animal Use 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 ‘Animal Use Report’ link to open the form. Fill out the form. Please ensure that you complete all fields, even if no animals were used during the year that you are reporting on. Click ‘Complete’ and close the form:

Animal Use Report

INTRODUCTION

Please use this form to record the number of animals used in the 12 month reporting period ending on the 31st December. Do not report on animals that have been used before or after the reporting year. A report is required for all projects that were current during the reporting year, even if no animals were used during the reporting year. Enter the reporting year and the number of animals (per species category) used in that reporting year.
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:

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.