Submitting an Annual Progress 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 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’:

   The record will open in a new window.

3. **Create a new submission**

   Click on the ‘Submissions’ tab:

   Choose the ‘Annual Progress 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 ‘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 ‘Annual Progress Report’ link to open the form. Fill out the form. Please ensure you provide sufficient information about the progress of project to date. Click ‘Complete’ and close the form:

Annual Progress 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:

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.