Submitting a Change of Investigator Request

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 a Change of Investigator request.

   **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 ‘**Change of Investigator/s**’ submission type from the drop down box and click ‘Add’ to create a new change of investigators submission:
4. Add a blank form to the submission

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

Tick the box against the ‘Change of Investigators’ 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 ‘Change of Investigators’ link to open the form. Fill out the form.

A list of current investigators will be displayed.

- If there are no changes to an investigator, tick the “There is no change to this investigator” box. Select their role from the drop down box.
• If adding an investigator, click on the button and search for the investigator’s name by selecting the first letter of their last name and typing their last name into ‘Search for a particular entry box’.

Click on the drop down box to select the correct entry. Check the student/staff ID to ensure you have selected the correct profile. Click ‘Select’.

In the investigator box, tick ‘Add this investigator’ box. Select their role from the drop down box and complete the information about the investigator:

• If removing an investigator, tick the ‘Remove this investigator’ box, specify their role, investigator’s end date and reason for removal:
If changing/swapping investigator’s roles or modifying investigator’s details, tick the ‘Modify this investigator’s details’ and in the space provided, clarify the proposed modifications.

Click ‘Complete’ and close the form:
Change of Investigators

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.

The document/s you uploaded will appear in the submission window:

7. Submit the request

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.