Submitting a New Ethics Application

1. **Create a new project record**
   Login to [InfoEd](#)

   Hover your cursor over ‘Animal Ethics’ and select ‘Create New Protocol’:

   ![Create New Protocol](image)

   The following pop up window will appear. Click ‘Continue’:

   ![Create New Protocol](image)

   In the ‘Protocol Creation’ window, enter the title of the project. Click ‘Continue’.

   ![Protocol Creation](image)

   Your name will be displayed in the ‘Select CI’ window. If you are **NOT** the Chief Investigator on the project (i.e. student/co-investigator filling out the application on behalf of a CI), delete your name and enter the Chief Investigator’s name.

   ![Select CI](image)

   Click ‘Continue’.
A new record has been created. Note your record number on the top left-hand side of the screen:

2. **Add a blank ethics form to the submission**

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

Tick the box against either the ‘Research/Teaching Ethics Application’ OR ‘Observational Study Ethics Application’ form name and click ‘Add’ above the tick box:

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

   Click on the link under ‘Document/Form’ to open the form. Fill out the form. Questions marked with an asterisk * are mandatory.

   Click ‘Complete’:

   ![Research / Teaching Ethics Application](image)

   1. INTRODUCTION

   Use this form to apply for an ethical review of animal teaching or research projects conducted by Curtin University staff or students.

   Researchers must comply with the Australian Code for the Care and Use of Animals for Scientific Purposes 6th Edition 2013 (The Code) and the Animal Welfare Act 2002 (WA). Throughout this document you will find hyperlinks to the relevant sections of The

   Note: If you get the following message when you click ‘Complete’, you have not responded to one or more mandatory questions in the form. Click ‘OK’ and check the form for completeness:

   ![Incomplete mandatory field(s) found](image)

   Close the form.

4. **Attach additional documents**

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

   ![Upload window](image)

   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 documents you uploaded will appear in the submission window:

5. Submit the application

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 other investigators listed on the application will receive a notification asking them to sign off
on it (See Investigator Sign-off instructions guide). Once all investigators have endorsed the application, it 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 instructions guide). After the CI has endorsed the application, you and the other investigators listed on the application will receive a notification to sign-off. Once all investigators have endorsed the application, it will automatically come to the ethics office for review.