Submitting a Reciprocal Ethics Application

1. Create a new project record

Login to InfoEd

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

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

In the ‘Protocol Creation’ window, enter the title of the project. The project title must match the title of the project approved by another AEC.

Click ‘Continue’.

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.

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 reciprocal ethics form to the submission**

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

   Tick the box against the ‘Reciprocal Animal 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 ‘Reciprocal Animal Ethics Application’ link to open the form. Fill out the form. Questions marked with an asterisk * are mandatory.

   Click ‘Complete’:

   ![Reciprocal Animal Ethics Application Form](image)

   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.

   The form status would have changed to ‘Completed’:

   ![Complete form status](image)

4. **Attach additional documents**

   Please upload the following documents:
   - A completed copy of the lead AEC ethics application form;
   - A copy of the lead AEC ethics approval letter;
   - A copy of any amendments/adverse events/progress reports as approved by the lead AEC after ethics approval was granted.
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 documents you uploaded will appear in the submission window:
5. **Submit the application**

   Click the 'Submit' button:

   ![Image of a submitting application form.

   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.