



Responding to the Animal Ethics Committee

1. Locate the project in the InfoEd

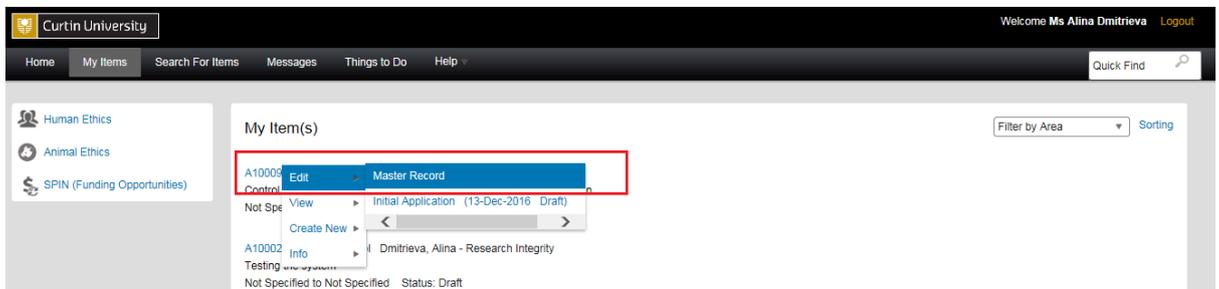
Login to [InfoEd](#).

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

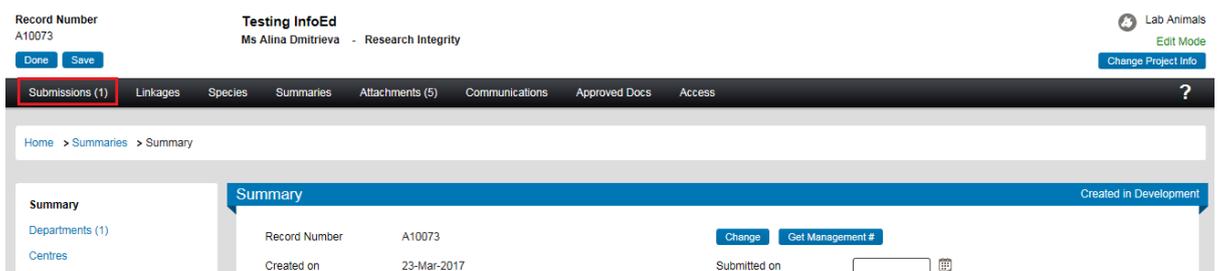
Hover the cursor over the record number and select '**Edit - Master Record**':



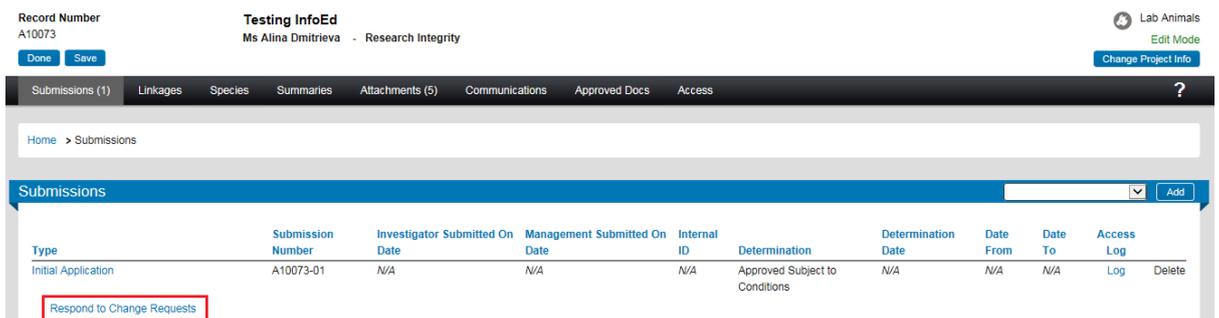
The record will open in a new window.

3. Locate the submission

Click on the '**Submissions**' tab:



Locate the '**Respond to Change Requests**' under the submission that was reviewed by the AEC and requires revisions (i.e. initial application, amendment request, etc.). Click on the link:





A pop up window will appear. Select 'Response to the AEC' from the drop down box and click 'Save':

A screenshot of a 'Select Submission' pop-up window. The window has a blue header with the title 'Select Submission' and two buttons, 'Save' and 'Close', on the right. Below the header is a white area containing a label 'Submission' and a dropdown menu. The dropdown menu is open, showing 'Response to the AEC' as the selected option. Red boxes highlight the 'Save' button, the dropdown menu, and the selected option.

You will see the document/s submitted to the AEC for review.

4. Edit the submission

Click on the eForm to open it up:

A screenshot of a web application interface for managing submissions. At the top, there is a header with 'Record Number A10073', 'Testing InfoEd Ms Alina Dmitrieva - Research Integrity', and 'Lab Animals Edit Mode Change Project Info'. Below the header is a navigation bar with tabs: 'Submissions (2)', 'Linkages', 'Species', 'Summaries', 'Attachments (5)', 'Communications', 'Approved Docs', and 'Access'. A breadcrumb trail shows 'Home > Submissions > Response to the AEC > Submission'. The main content area shows a submission titled 'Response to the AEC' with a 'Created on: 30-Mar-2017' and 'Status: Draft'. Below this is a table with columns: 'Document/Form', 'Add', 'Type', 'Status', 'PDF', and 'Remove'. A row is highlighted with a red box, showing 'Reciprocal Animal Ethics Application' under 'Document/Form', 'Application/form' under 'Type', and 'Completed' under 'Status'. A 'Submit' button is visible at the end of the row.

Untick the 'Complete' box to unlock the form:

A screenshot of the 'Reciprocal Animal Ethics Application' form. The title 'Reciprocal Animal Ethics Application' is in a large, bold, orange font. To the right of the title are buttons for 'Close', 'Print', 'Form History', 'Save', and 'Complete' with a checked checkbox. Below the title, it says 'Updated By: Alina Dmitrieva @ 23-Mar-2017 12:51:51 PM'. The form content is divided into sections: 'Introduction' (with the heading 'INTRODUCTION'), 'Investigators', and 'General information'. The 'Introduction' section contains the text: 'Use this form to request Curtin University Animal Ethics Committee (AEC) to recognise ethics approval from a non-Curtin University Animal Ethics Committee.'

Make necessary revisions within the form. Tick the 'Complete' box again to lock the form. Close the form window.

Remove/replace the other documents in the submission as necessary.

5. Attach additional documents

If your submission has been approved subject to conditions and requires revisions, please attach a letter with responses to the AEC queries.



Click on the 'Add' button:

Record Number: A10073 | Testing InfoEd: Ms Alina Dmitrieva - Research Integrity

Submissions (2) | Linkages | Species | Summaries | Attachments (5) | Communications | Approved Docs | Access

Home > Submissions > Response to the AEC > Submission

Submission: Response to the AEC | Created on: 30-Mar-2017 | Status: Draft

Document/Form	Add	Type	Status	PDF	Remove
Reciprocal Animal Ethics Application		Application/form	Completed		

An upload window will appear. Click 'Browse' to locate the document you would like to upload. You can only upload one document at a time.

Upload | Upload | Close

Upload new document

Name:

Location: **Browse...**

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components | Add

Form Name	Type	Add

Click 'Upload'. To complete the upload of the documents, close the upload window.

Upload | Upload | Close

Would you like to upload a new document version of an existing document

Upload new document

Name: Response letter to AEC.docx

Location: C:\Users\2594001\Desktop | Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Response to the AEC Components | Add

Form Name	Type	Add

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

Record Number: A10073 | Testing InfoEd: Ms Alina Dmitrieva - Research Integrity

Submissions (2) | Linkages | Species | Summaries | Attachments (6) | Communications | Approved Docs | Access

Home > Submissions > Response to the AEC > Submission

Submission: Response to the AEC | Created on: 30-Mar-2017 | Status: Draft

Document/Form	Add	Type	Status	PDF	Remove
Reciprocal Animal Ethics Application		Application/form	Completed		
AEC Approval letter.docx		Other	Completed	Replace	Remove
AEC ethics application.docx		Other	Completed	Replace	Remove
Approved amendment requests.docx		Other	Completed	Replace	Remove
Response letter to AEC.docx		Other	Completed	Replace	Remove



6. Submit the report

Click the 'Submit' button:

Record Number: A10073 | Testing InfoEd: Ms Alina Dmitrieva - Research Integrity | Lab Animals: Edit Mode | Change Project Info

Submissions (2) | Linkages | Species | Summaries | Attachments (6) | Communications | Approved Docs | Access

Home > Submissions > Response to the AEC > Submission

Submission: Response to the AEC | Created on: 30-Mar-2017 | Status: Draft

Document/Form	Add	Type	Status		
Reciprocal Animal Ethics Application		Application/form	Completed	PDF	Remove
AEC Approval letter.docx		Other	Completed	Replace	Remove
AEC ethics application.docx		Other	Completed	Replace	Remove
Approved amendment requests.docx		Other	Completed	Replace	Remove
Response letter to AEC.docx		Other	Completed	Replace	Remove

Submit

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.