



## Submitting a Completion Report

**Note:** A completion report MUST be submitted together with an animal use 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 a Completion 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

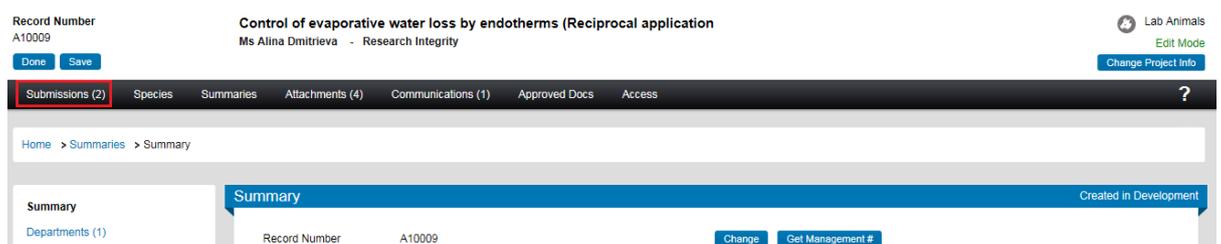
Hover the cursor over the record number and select '**Edit - Master Record**':



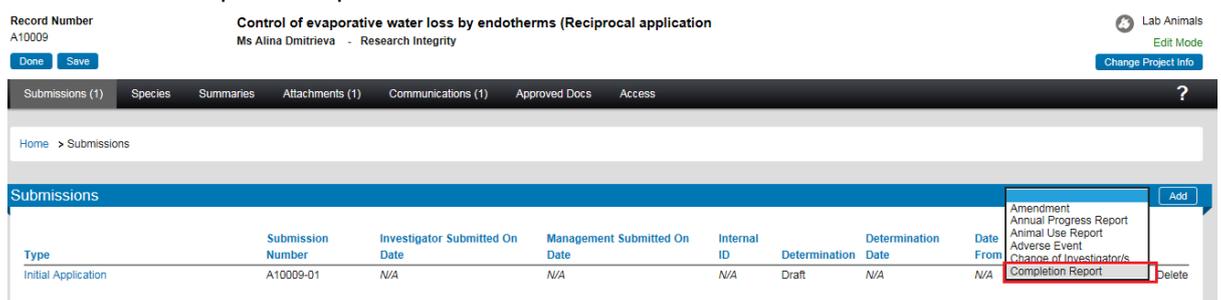
The record will open in a new window.

### 3. Create a new submission

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



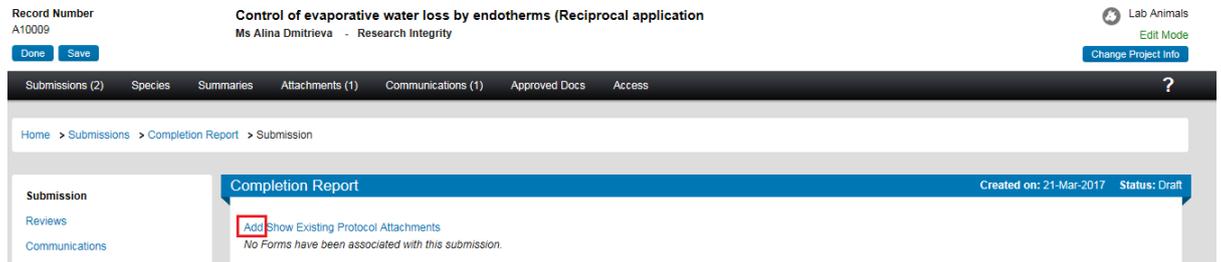
Choose the '**Completion Report**' submission type from the drop down box and click 'Add' to create a new completion report submission:



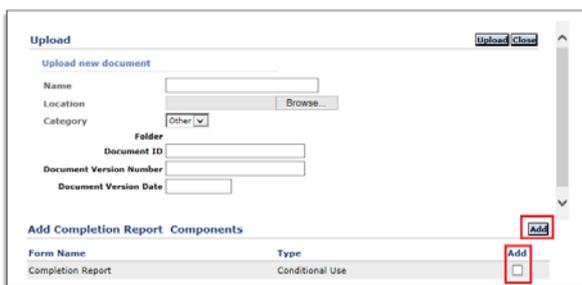


#### 4. Add a blank form to the submission

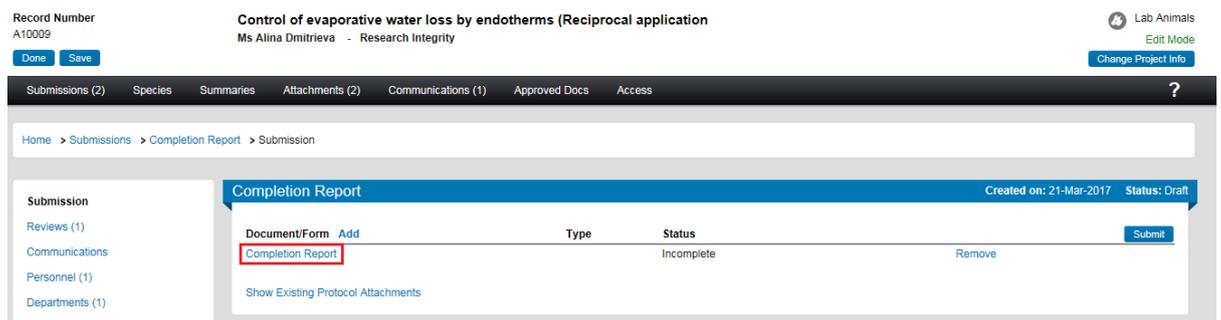
Click on the 'Add' button to open the upload window:



Tick the box against the 'Completion Report' form name and click 'Add' above the tick box:

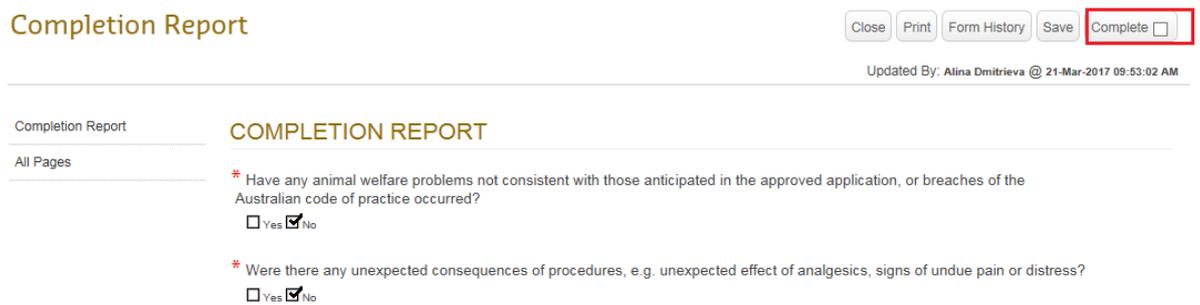


A blank form has been successfully added to the submission and is currently 'Incomplete':



#### 5. Complete the form

Click on the 'Completion Report' link to open the form. Fill out the form. **Please ensure you provide sufficient information about the research outcomes.** Click 'Complete' and close the form:





The form status would have changed to 'Completed':

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (11) Species Summaries Attachments (11) Communications Approved Docs Access ?

Home > Submissions > Completion Report > Submission

Submission **Completion Report** Created on: 29-Nov-2016 Status: Draft

Document/Form	Type	Status		
Completion Report	Completion Report	Completed	PDF	Remove

Show Existing Protocol Attachments

## 6. Attach additional documents (optional)

Click on the 'Add' button to open the upload window:

Record Number A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

Done Save

Submissions (11) Species Summaries Attachments (11) Communications Approved Docs Access ?

Home > Submissions > Completion Report > Submission

Submission **Completion Report** Created on: 29-Nov-2016 Status: Draft

Document/Form	Type	Status		
Completion Report	Completion Report	Completed	PDF	Remove

Show Existing Protocol Attachments

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

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

Record Number: A10002      **Testing the system**  
 Ms Alina Dmitrieva - Research Integrity

Done Save      Lab Animals      Edit Mode      Change Project Info

Submissions (11)   Species   Summaries   Attachments (12)   Communications   Approved Docs   Access   ?

Home > Submissions > Completion Report > Submission

Submission      **Completion Report**      Created on: 29-Nov-2016      Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Completion Report			Completed	PDF	Remove

Show Existing Protocol Attachments

Submit

## 7. Submit the report

Click the 'Submit' button:

Record Number: A10002      **Testing the system**  
 Ms Alina Dmitrieva - Research Integrity

Done Save      Lab Animals      Edit Mode      Change Project Info

Submissions (11)   Species   Summaries   Attachments (12)   Communications   Approved Docs   Access   ?

Home > Submissions > Completion Report > Submission

Submission      **Completion Report**      Created on: 29-Nov-2016      Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Completion Report			Completed	PDF	Remove

Show Existing Protocol Attachments

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.

## 8. Complete and submit an Animal Use Report

Please ensure that you only report on how many animals you have used during the **CURRENT** year (i.e. if the project was completed in 2017, only report on the animal use in 2017). Refer to the [Submitting animal use report](#) instructions guide.