Once an application has been approved by the Ethics Committee, any required changes to the project needs to be made to the original application. A request must first be made to the Ethics team to unlock the application to allow an Amendment Request to be submitted. This request should be made by the PI, or the HoD / Academic Head.

For AHREC applications, if the initial application was previously submitted by email (prior to Ethics RM being implemented) please follow the guidance below.

For UAHPEC or AHREC applications that were initially submitted through Infonetica, please refer to the guide Infonetica Ethics RM – Amendment Request (original application in Infonetica)

### 2. Request original application to be unlocked (cont'd)

- An amendment to a previously approved application can be submitted by amending the original application form

- Before any changes can be made to the original application, a request must be made to the Ethics team to have the application unlocked to enable updates to be made

A. Within the home (Work Area) page, a list of all your applications (projects) are displayed. For projects that originated within InfoEd or were emailed, the InfoEd number precedes the project name

B. Click on the relevant application to open it

C. As the Form Status is **Approved**, the application will be locked, and no changes can be made

D. Click on the **Correspondence** tab

E. Click on **+ New Correspondence**

F. Type your message, requesting the application be unlocked to allow an Amendment to be requested

G. Click **Send**

- This correspondence will be sent to the Ethics team, who will review and unlock the form

- An email notification will be issued confirming the form is unlocked, enabling you to make changes (see over)

**NB** Only the PI or HoD can request to unlock an application

**NB** The same process should be followed for any subsequent amendments

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Status</th>
<th>Review Reference</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Approved</td>
<td>UAHPEC-2807</td>
<td>UAHPEC Full Review</td>
</tr>
</tbody>
</table>

Correspondence Tab:

- Navigation
- Documents
- Signatures
- Collaborations
- Submissions
- Correspondence

This guide was updated on 3 May 2021 v2.0
3. Commencing the Amendment Request (cont’d)

A. When the Ethics team unlock your application, an **email notification** will be issued confirming the form is unlocked, enabling you to make changes.

B. Click on the **link** within the email notification to access the application form.

C. Click **Update** to bring up the newest version of the application form.

D. Click **Update**

E. Select **Introduction – PLEASE CLICK HERE TO START**

F. Select **Amendment request – InfoEd Application**

G. Click on the **Next** action button

H. Select **Amendment request – InfoEd Application**

I. Click on the **Navigate** action button

J. Select **Submission and Sign off**

K. Click **Amendment Request.**

L. Type a succinct summary, in bullet point format, of all the changes included within this Amendment Request.

M. If the amendment includes change of personnel, select **Yes** and continue to **3a Change of Personnel**;

Otherwise select **No** and continue to **3b Other Changes**.

NB - Only the PI / Supervisor can Update
3b. Other Changes

A. Select the Navigate action button
B. Click Applicants (Section 1)

C. If there has been a change in PI, search for, select and add the name and details of the new PI.

NB: You must search for the new PI by typing the name within the Search User box. The system won’t allow you to overtype the existing applicant details (as the fields are greyed out).

D. To add any new research team members, including students, select Add Another in the appropriate part of the application and enter their details.

NB: Personnel from a migrated application will not show. Select ‘Yes’ for the relevant personnel type to populate personnel originally named on the application e.g. Are there any other investigators involved in the project (excluding student researchers)?

E. Select the Navigate action button again
F. Select Submission and Sign off (Section 13)

NB: If there has been a change in PI, add the name and details of the new PI. Transfer the application to the new PI. Please refer to the guide Infonetica Ethics RM – Transfer application (to another PI). The reason for this change should also be detailed within summary section within Section 13.

NB: If a PI has left the University and the project has a new PI, attach approval for the change from the Academic Head in Section 13. Contact the Ethics team to assist with the transfer of the application.
4. Uploading documents

- All amended or new documents should be uploaded within section 13 (Submission and sign off)

**A. To attach a document, click on Upload Document**

B. Click on Browse to search for the document

C. Search your drives / folders for the relevant document and when selected click on Open

D. The document name will be displayed in Ethics RM

E. For documents that have mandatory requirement (e.g. CVs, Protocol), click in the Version Date field to bring up the calendar and select the relevant date

F. Enter the Version number (when mandatory)

G. Click on Upload

H. The document details will be displayed

I. Click on Upload Document to repeat the process if required

5. Changing an uploaded document

- If an incorrect document has been added then this needs to be deleted and the correct one uploaded.

**A. Within the relevant section where the document was added, click Delete**

- Repeat steps A – G within section 4. Uploading documents to upload the correct document

**NB**
- If a document has been replaced following a request for further information by the Ethics Team, please enter a new version number so the pre-screener and Reviewer know this has been updated

6. Completing the Amendment Request

**A.** Are you a student?

(Doctoral, Masters or Honours or undergrad/summer student)

- Yes
- No

B. Click No to confirm you are not a student

C. Click Sign

D. Click Sign

**NB**
- HoD sign off is NOT required for an Amendment Request.

7. Subsequent Amendment Requests

- This same process should be followed for any subsequent amendment requests

- A fresh ‘summary of changes’ box should be completed for each subsequent change