Instructions on how to create; enter and submit an Animal Ethics Committee (AEC) Annual Report using InfoEd

These instructions are for an Animal Ethics Committee (AEC) approved protocol. You must be either the Chief Investigator (CI) or a researcher named on the protocol to complete and submit this report.

Part 1: Login to InfoEd

Step 1: You must first navigate to InfoEd

In your selected browser, navigate to the InfoEd home page at https://erm.uwa.edu.au/ and click on the Login button at the left.

Figure 1 - The InfoEd home screen

When you click on the Login button, you will launch a screen similar to Figure 2 below.
**Step 2: The Login screen**

![Login screen for eRA Portal](image)

**Figure 2 - The Login screen**

Login using your Pheme username and password.

**NOTE:** If you are using a modern, tabbed browser, such as Firefox or Internet Explorer v8 or later, this login screen *may* open in a new tab. If you are using a dual screen system, you may wish to open a new instance of your browser on the second screen; cut and paste the URL from the newly opened InfoEd login screen tab into the new browser and you can then keep the web-based instructions open while you complete your annual report in the second browser.

**NOTE:** InfoEd uses the UWA Single Sign-On authentication process, and you **must** have an active Pheme account before you can login.

When you have correctly entered your staff ID (aka Pheme number) into the Username field and your Pheme password into the Password field, as shown, and selected the Login command button, you will launch the InfoEd New Portal screen from where you can ....
**Step 3:** Choose the 'My Animal Use' option

![Image of a computer screen showing the 'My Animal Use' option]

*This is the screen that you will see when you have successfully logged in. Not all the options at the right will necessarily be available. You will want to choose 'My Animal Use'.*

**Figure 3 - Choose 'My Animal Use'**

After selecting 'My Animal use', you will see a drop-down menu of options.

**NOTE:** A common error is to choose 'My Proposals'. You **MUST** choose 'My Animal use' to view your animal protocols.

**Step 4:** Now choose 'Search For'

![Image of a computer screen showing the 'Search For' option]

*When you select 'My Animal Use', a drop-down menu of options will appear. As a named member of the protocol team, you MUST choose the 'Search For' option.*

**Figure 4 - Use the 'Search For' option**

The 'Animal Use - Search For' screen will launch. This allows you to .....
Step 5: Insert your protocol number in the search field

![Animal Use - Search For]

Selecting the ‘Search For’ menu option will launch the associated ‘Animal Use’ option menu. Type (or paste) your protocol number in the ‘Protocol Number’ field. Leave all the ‘Matching’ options set to their default values.

Part 2: Select protocol and Edit reports

Step 6: Select and open the protocol to report on.

![Animal Use - Search For]

Once your protocol number has been entered, select ("click on") the ‘Open / Locate’ command button at the top of the page.

Figure 5 - Open the protocol for reporting on
After 'clicking' on the Open/Locate button, your protocol summary information will show below the search fields.

**Step 7:** Open the protocol 'folder'

![Figure 6 - Open the protocol folder](image)

The Submissions screen will launch, from where you can choose to....

**Step 8:** Add a new Annual Report submission

![Figure 7 - Protocol Submissions screen](image)
Step 9: Select ‘Add New’ button

You can now select the [Add New] command button to add a new - empty - annual report to the associated submission folder.

Figure 8 - Select Annual Report submission type, and ‘Add New’

Two incomplete (‘empty’) reports will be added to the Annual Report subfolder under the Submissions parent folder. Note that they are ‘Mandatory’ which means they cannot be removed. Each has an associated ‘Edit’ icon which you will use (‘click’) to open and complete the report.

Figure 9 - Two new empty reports will be made available
Part 3: Completing the forms

Step 10: Completing the Annual Report form
Select the ‘AEC Annual Report for 2013’ Edit icon to open the annual report eForm. (NB: the order of completing the two reports is not mandatory, although you will probably find it easier to follow this suggested sequence.)

Figure 10 - Use Edit button to open report form for editing
Step 11: Completing the form

The 'Annual Report' eForm will launch. The form is adaptive and will automatically adjust to reflect your protocol research type and the specific answers you give to the various questions.

Figure 11 - Launch the Annual Report eForm
Extra fields in the form can be displayed if necessary, and must be completed if required.

Figure 12 - Extra fields can be displayed.

Some fields require you to supply a short - one paragraph - answer.

Figure 13 - Short paragraph answers can be required.
Step 11: Make a declaration

When you have completed filling in the form, you are required to make a declaration.

Figure 14 - Make a declaration

Step 12: Complete the form

Figure 15 - Complete the form and Save changes
If you have left any mandatory questions unanswered, a warning will appear.

![Warning dialog](image)

Figure 16 - Warning dialog

![Unfilled fields highlighted with a red border](image)

Figure 17 - A red border shows unfilled fields

![List of incomplete questions](image)

Figure 18 - A list of incomplete questions

When you have completed all of the questions, the report form closes and the Components screen for this Protocol reappears. Note that the Annual Report is now considered complete - shown both by its Status and the PDF icon in the 'Upload' column..
Figure 19 - Annual Report completed.

**Step 13:** Complete the mandatory DAFWA form

![Image of DAFWA form](image)

When you have completed the Annual Report form, you are still required to complete the DAFWA data collection form as a requirement of your approval to use animals.

Figure 20 - The DAFWA form also needs completion

**Step 14:** Both forms completed - ready for submission

![Image of completed forms](image)

Both forms are completed, and you are ready to Submit them for approval.

Figure 21 - Both forms now completed
Part 4: Report Submission and Receipt

Once you have completed your report, you must submit it to the Animal Ethics Office for approval. Please note that your report is NOT submitted UNTIL you have followed the next instructions.

The Submit button will launch a confirmation screen.

Figure 22 - Submission confirmation

Select 'Accepted' and then click the Continue command button to confirm.

The report is electronically submitted and routed according to business process rules. In most cases, you will accept the default route and click the Submit command button to send the report to the Animal Ethics Office.
Figure 23 - The reports are in 'route'.

You will be returned to the Protocol Submissions screen where you will be able to view the progress of your report. You will also be able to:

- View the completed report;
- Upload it as a PDF file but not Remove it ('Mandatory') - see below.

Figure 24 - Components screen with completed reports available for upload
Once you have completed these steps and submitted your reports, you can select 'Done' to close the Submission screen and return you to the InfoEd portal screen.

Figure 25 - Select the 'Done' icon to return to the main screen

You can now close your InfoEd session and logout by selecting the 'Exit' icon. (You can also repeat the preceding steps from this screen again if you are required to report on more than one protocol.)

Figure 26 - Close the InfoEd session

After the AEO has received and accepted your report, and when it has been approved, you will receive a separate email, similar to the one below, informing you.
Attached to this email will be a formal letter confirming the receipt of your animal use report by the University Animal Ethics Committee. Please note that the text of the letter shown below is merely indicative for training purposes, and yours will probably be different.

![AEC Letter](image-url)