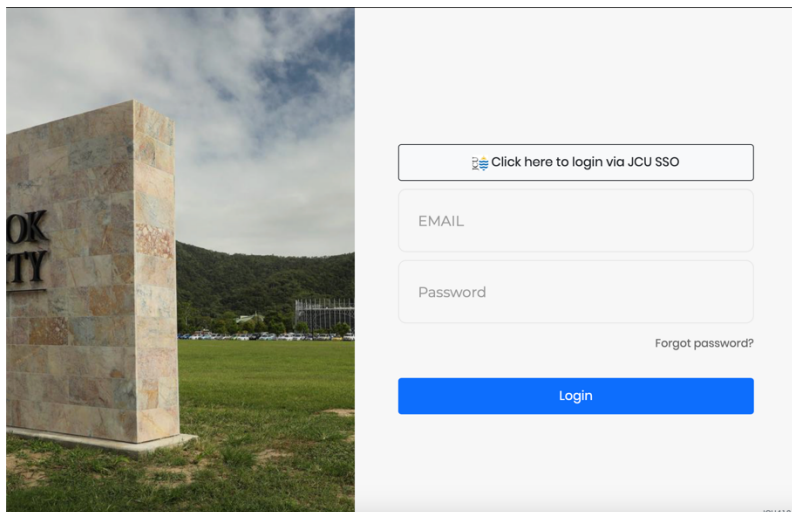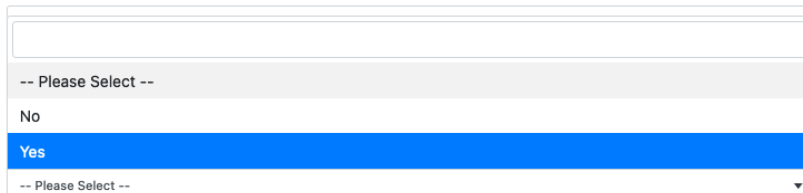**Instructions – Uploading Human Research Ethics Training Completion Evidence into GECO**

1. Login to GECO by selecting the **JCU SSO** (single sign on) button.
   System users who are external to JCU will need an account set up and will then log in with their email address and password. They will need to contact the Ethics Office for help.
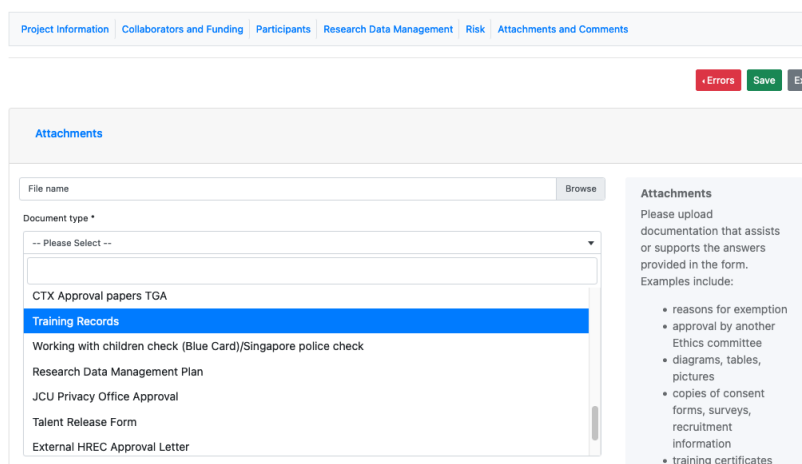

For the Principal Investigator:

2. For the Principal Investigator, in the 'Project Information' tab, answer 'Yes' to the question 'Have you completed the mandatory Human Ethics Training? *'
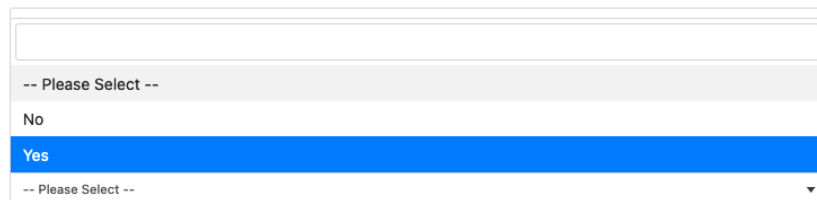

3. Complete the application, then in the 'Attachments and Comments' tab, upload evidence of completion of training under 'Document type*', choosing 'Training Record' as the document type.

4. When the application is complete, submit the application.

For Internal (JCU) Collaborators:

5. For Internal Collaborators, in the Collaborators and Funding tab, click on '+Add Internal Collaborators' and complete the collaborator's details.
6. For each Internal Collaborator, answer 'Yes' to the question 'Have you completed the mandatory Human Ethics Training? *'
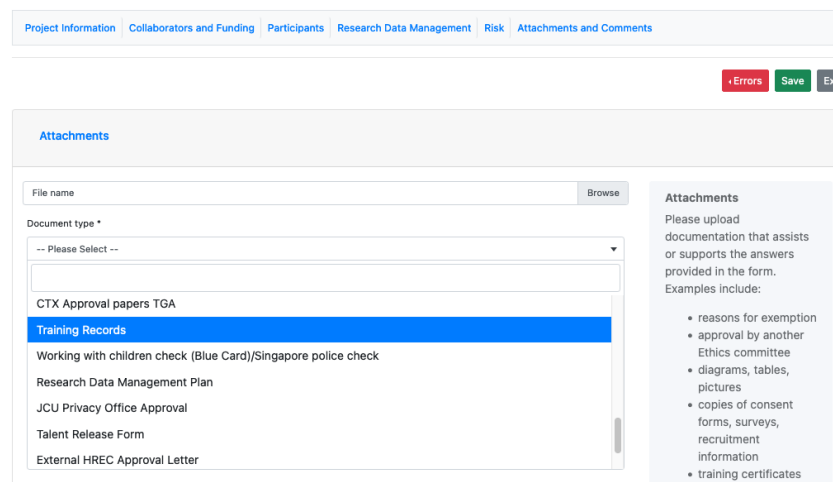

7. Complete the application, then in the 'Attachments and Comments' tab, upload evidence of completion of training under 'Document type*', choosing 'Training Record' as the document type.

8. When the application is complete, submit the application.

For External (non-JCU) collaborators:

- External Collaborators are not required to meet JCU's mandatory training requirements.

Alternatively, if you are having trouble using GECO to provide the Ethics Team with evidence of training completion, please contact the Ethics Office for assistance and to find an alternative.

Feedback and Questions

If you have any questions about Mandatory Human Ethics Training, please contact the Ethics Office.