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* **REGIS** *
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Creating and Managing
Reviews

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

Creating and Managing Reviews

What are Reviews in REGIS?

The term "Review" is used in REGIS when processing Ethics and Governance applications. An Ethics application is "reviewed" by the Human Research Ethics Committee (HREC) and might be "reviewed" by a Subcommittee, a Lead Reviewer or subject expert. A Governance application is "reviewed" by the Research Governance Officer and might be referred for further "review" to a specialist reviewer or group.

Reviewers or expert reviewers can complete and submit an online assessment and comment on the merit of each application. The information can then be used to inform the outcome of the application.

The Review function can be used:

- to manage reviews or comments on one or more applications before a meeting
- in place of a formal meeting.

Lead Reviewers of a HREC

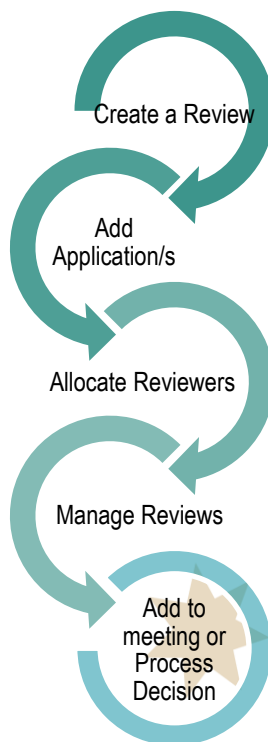
Lead Reviewers may be assigned to review one or more applications before a HREC Meeting.

An application can be reviewed in REGIS as soon as it has been allocated by the Executive Officer (EO). HREC reviewer comments can be entered electronically or uploaded as a separate document into REGIS.

External, Expert, Specialist Review

An external expert may be engaged by the HREC Chair, EO or research administrator to advise on an application that requires more

clarification. This can assist the HREC or Institution in their review of the application to make a more informed decision.



How does it work in REGIS?

The following diagram is an overview of the HREC meeting process in REGIS. Before starting, it is always best to review the most recent [ACT](#) and [NSW](#) research governance policies.

- This guide is for Creating and Managing Reviews.
- Details for setting up a HREC meeting are covered in *Quick Reference Guide - Research Office – Creating and Preparing HREC Meetings*.
- Managing a meeting is covered in *Quick Reference Guide - Research Office - Managing HREC Meetings and Processing Decisions*.

Relevant icons

The following icons will be referred to throughout this document.

	Edit
	Hamburger (more options)
	Tick to add selected
	Save

Reviews

Types of Review within REGIS

There are 4 types of Review in REGIS.

- Expert Review
- Full Committee Review
- Expedited Review
- Other

Functionally, all reviews behave the same.

How to create a Review in REGIS.

Step 1

Click the Start hamburger for options

Step 2



Select the Reviews tile from the Start drop down menu.

Step 3

You will be presented with the "Manage Reviews" page.

Step 4

Click the hamburger next to the Manage Reviews page heading and select "+ Create new review"

Manage Reviews

Step 5

Complete the pop up table. The required details are:

- Name of review
- Description of review
- Review type
- Due date and time

Review details	
Name	<input type="text"/>
Description	<input type="text"/>
Review type	Full Committee Review - St Vincent's Hospital HREC
Date due	dd/mm/yyyy at <input type="text"/>
Date created	21/03/2018 9:56:38 AM

Step 6

Add application to be reviewed

Select the Applications hamburger and "+ Add Applications"

A black panel will appear on the right-hand side of the screen. Use the Search function to find the application you wish to assign.

You can filter by Program, Status or Search (title/keyword/ID). Tick the checkbox next to the relevant application and click the tick icon at the bottom of the panel to assign the application to the review.

Note: You can choose the documents that can be seen by the reviewers by selecting the 'select document' icon and using the search panel.



If you don't select specific documents, all the documents will be available.

Step 7

Assign Reviewers

Select the Reviewers tile.



Select the Reviewers hamburger and "+ Add Reviewer"

A black panel will appear on the right hand side of the screen. Use the Search function to find the people that will attend the meeting. Tick the checkbox next to the relevant attendees and click the tick at the bottom to add them as an Attendee to your meeting. If you have already set up a group you can also search for the group to add to the review.

The "allow report submission" toggle should always remain as yes.

Step 8



Next, manage the reviewers for each application. Working in the Applications tile, the "Manage Reviewers" button is available next to each application.

You can allocate HREC or Lead Reviewer against each project. This should be selected to match the Lead Reviewer allocation in the HREC Meeting set up.

NOTE: Each allocated reviewer will be requested to provide a review for each application. You cannot choose who will be asked to provide a review.

Step 9

You may need to create multiple Reviews for a HREC meeting, depending on how many Lead Reviewers are allocated.

Step 10

Each allocated Reviewer will receive a system-generated email alerting them that a review is waiting for their attention.

Where are reviews stored?

Once a review has been submitted, it can be accessed under Application → Management → Reviews.




'View submitted review'

You will be taken to the reviewer feedback.

A review cannot be seen by other reviewers or the applicant.

How to add a completed Review to a Meeting.

There are two ways to allow comments from a review to be available to meeting attendees with the meeting papers. Both ways are accessed through the "Meeting Documents & Other Business" option under the 'Meeting' button.

1. Copy and Paste the details from the review into the agenda or a separate document. This may be useful if you want to rephrase comments before they are distributed.
2.  Preview a PDF of the review. Save externally (e.g. to your desktop) and add to the meeting.

What next?

For information on what comes next, refer to **Quick Reference Guide - Research Office - Managing HREC Meetings and Processing Decisions**

For technical assistance, contact
REGIS HELP DESK

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