

Accessing Meeting Papers

QUICK REFERENCE GUIDE

FOR HREC MEMBERS

Accessing Meeting Papers

How does it work in REGIS?

The Research Office (RO) has created the HREC meeting within REGIS. The RO has added new applications, amendments, milestones and any other business and documents to be considered at the HREC meeting.

The RO will now alert members that the documents for the meeting are available for review by sending out an email notification.

What information is needed?

You should have the following information at hand to access the meeting papers:

- ❖ Your REGIS username and password

How to access meeting papers REGIS.

Step 1

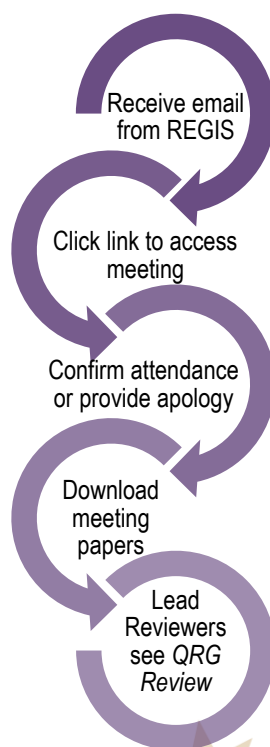
As an invited attendee of a meeting, you will receive an email which will provide you with a direct link into the meeting details section of the meeting to which you have been invited. If you are accessing via the link in the email, then you may jump to directly to Step 4.

Step 2

If you are logging into REGIS Home page, you will see at the top right, a gold menu bar with some icons.

 **Meetings**

Click 'Meetings' icon




This icon will take you to a page where all meetings that have been assigned to you, are listed.

Step 3

At this point you can either access the meeting, or you can download any/all papers assigned to the meeting.

3.1

To download papers assigned to the meeting, tick the checkbox next to the meeting title and click the download button.

 **Download**

Click to download documents & attachments

Choose whether you want to download all or specific application documents or attachments, and click download.

3.2

You may instead choose to click into the Meeting. This will take you to the Meeting Details section. (Note: If you clicked the link via email this will bring you to the same place)

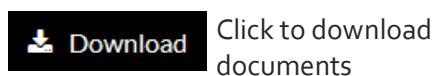
Step 4

Click on the Applications button in the left-hand menu and you will see all applications allocated to the meeting. The lead reviewers are listed against the applications.

Step 5

Here you can download any/all application documents (if you haven't already done so at Step 3.1)

To download papers assigned to the application, tick the checkbox next to the application and click the download button.



Step 6

Using the same process described in Steps 4-5 above, you may now download any 'Milestones', 'Amendments & Other Notifications' and 'Meeting Documents & Other Business' as required.

Confirming your attendance

REGIS does not currently have an option for attendees to manage their own attendance or apologies. All meeting attendees should liaise directly with their RO to confirm their attendance or provide their apology.

Submitting a lead review prior to meeting

If you have been allocated as a lead reviewer and are expected to submit a review prior to the HREC meeting. You may have been sent a separate email through REGIS. If this is the case you should follow the directions provided in the following document.

❖ ***Quick Reference Guide - HREC Member - Reviewing an Application in REGIS***

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447