

Conducting Ethical Review

QUICK REFERENCE GUIDE

FOR HREC MEMBERS

Reviewing an Application in REGIS

How does it work in REGIS?

Depending on the processes of the individual RO and the HREC, a committee member who has been allocated as a Lead Reviewer against a new application may be required to submit a review of the application prior to the HREC meeting.

The review process is managed through REGIS from the Lead Reviewers receiving an initial email alert to accessing the applications and supporting documents and finally to the reviewer submitting their review through REGIS.

There may be instances where a RO requests an external expert provide a review or another type of review. The same process to access the application and provide the review should be followed.

Note: Currently the provision of a review is separate process to accessing the general meeting papers. If you are wanting to access meeting papers for a meeting you should access:

❖ **Quick Reference Guide - HREC Member - Accessing Meeting Documents**

What information is needed?

You should have the following information ready to complete and submit a review in REGIS:

- ❖ Your REGIS username and password

Providing a review in REGIS.

Step 1

You will receive an email which will provide you with a direct link into the review details section of REGIS. If you are accessing via the email, then you can jump to Step 4.

Step 2

If you are logging into REGIS home page, you should see a top right gold menu bar with some icons.

✓ **Reviews**

Click 'Reviews' icon

The review icon will take you to the Application Reviews page which displays the available application(s) assigned to the signed in user.

Step 3

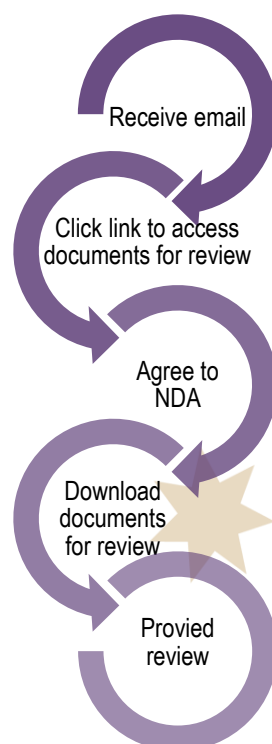
At this point you can either download all documents and attachments assigned to the application (Step 3.1) or access the application directly (Step 3.2).

Step 3.1

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

📄 **Download**

Click to download documents & attachments



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

Step 3.2

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

Step 4


At this point you will be presented with a Non-Disclosure agreement. You must read it and click 'I agree' before you can proceed.

Step 5


Click on the 'Additional Documents' button in the left-hand menu and you will see all documents and attachments associated with the application.

Here you can download the application documents for review (if you haven't already done so at Step 3.1)

Use the 'Select All' button followed by the 'Download' button to download all documents. To download a specific document(s), tick the checkbox next to the document and click the download button.


 **Select all**

Click to download documents


 **Download**

Step 6

Click on the 'Review Details' button in the left-hand menu. Here you can either 'Download application' or 'Review application'.

 **Review application**

Click to either review or download application

 **Download application**

Step 7

When you are ready, click on Review application. This will take you to a screen where you can provide Reviewer Feedback. Put your feedback into the text boxes provided.

Step 7.1

If the RO or HREC have a specific template they prefer to use when completing reviews this can be completed outside of REGIS and uploaded into the review.

To add an external review document click 'Upload new' at the bottom of the screen. A reviewer can upload multiple documents by clicking the plus sign at the very bottom.

Upload New

To upload supporting documentation



To add additional supporting documents

Step 8

Once you've added all of your feedback and uploaded any supporting documents, click 'Submit'.

Milestone Review

A milestone in REGIS is document that is required to be submitted for HREC and or Institution review at specific time points. Milestones include Annual Reports and Safety Reporting.

The notification, access and review of milestones is the same as the notification, access and review of an application and these steps should be replicated.

What next?

You have now submitted your review. You can click back into the application from the Review page and click View Review to see your submitted feedback.

The RO will now be able to access the review.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447