



# Ethics Amendment - Responding to an Information Request

## How does it work in REGIS?

If you receive an email notification indicating an Amendment requires changes before it can be approved, the form will have reverted back to a status

of In Progress.

## Submitting a response to a request for further information

### Step 1. Update documents

If you have been asked to make changes to or update documents, this should be completed outside of REGIS. Be sure to update the document version and date in the document footer.

**DO NOT** change the electronic filename for any document to be uploaded to the Amendment.

### Step 2: Locate Ethics Project

#### Accessing from email link

Click on the link from the system generated email.

Progress to Step 3: Access the Amendment Form

OR

#### Accessing from REGIS homepage

When you log in to REGIS, your home page will have a top right-hand gold bar

Click the 'Projects' icon to see all projects



Click the Project 'Identifier' or 'Title' in the list

Click on the Ethics (ETH) identifier in the list

### Step 3. Access the Amendment Form

Select 'Form' from the left-hand menu  
Locate the 'In Progress' amendment form and click to open.

Make any changes to the form as required.

#### 3A. To update a document submitted with the amendment

Update the **Document Version and Date** - these are the new version and date of the document (normally listed in footer).

Version *	Date *
<input type="text" value="4"/>	<input type="text" value="4/09/2018"/>

Now 'Clear content selection' to remove the old version of the document.

**Clear content selection**  
(OHMR Pre-RegisterGroup  
9Oct18.xlsx) [Open]

Click 'Upload New'

Upload New

The upload wizard will appear, select the document and then 'Start upload'

Select Attachment file  
**Choose File** KCTP\_Protocol\_REGIS.docx

**Start upload** Close

The Filename must match the original to allow the system to successfully manage document versioning.

This is correct if the details at Document Filename and the details in the brackets at the end of the page are the same.

Upload file \*

Warning: filename must match original file name

Document Filename \*

KCTP\_Protocol\_REGIS.docx

Clear content selection  
(KCTP\_Protocol\_REGIS.docx)

### Step 4. Declaration

CPI must submit the updated amendment.

*If you are not the CPI save the form and notify the CPI that it is now ready to submit.*

**Submit**

Once the amendment is submitted, you will be taken back to the forms page of the ethics project.

Status

Submitted

The status of the form will be 'Submitted'

**Created Date:** date form initially created

**Modified date:** date for submitted or resubmitted

## What Next?

The amendment will be received by the Research Office managing the Ethics application.

Once the amendment request has been reviewed you will receive notification via a system generated email. The amendment will either be approved, not approved or there will be a request for further information.

For technical assistance, contact  
REGIS HELP DESK

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1300 073 447