



Ethics Amendment

FOR RESEARCH APPLICANTS

Ethics Amendment - Responding to an Information Request

How does it work in REGIS?

If you receive an email notification indicating an Amendment requries 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.

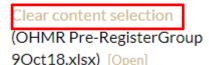
Make any changes to the form as requried.

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).



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



Click 'Upload New'

Upload New

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





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.



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

The status of the form will be 'Submitted'

Submitted

created

Created Date: date form initially

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 ammendment will either be approved, not approved or there will be a request for futher information.

For technical assistance, contact REGIS HELP DESK

support@f1solutions.com.au 1300 073 447



