REGIS

DECLARATION OF SUPPORT

QUICK REFERENCE GUIDE · · · · · · · · · · · · · · · FOR HEADS OF DEPARTMENT

Providing Declarations of Support

What is a Declaration of Support?

A declaration of support indicates endorsement of a site specific application before it can be submitted for review by the Research Governance Officer (RGO).

This process is completed electronically in REGIS and replaces the former manual signatory collection process (wet signatures). Acceptance of the application constitutes approval of the SSA from the HOD.

Head of Department Responsibilities

The HOD has responsibility for the operational and financial management of the department or service that is proposed for the project.

The PI must discuss the proposed research project and its resource implications with any HOD (or divisional director or other authority) responsible for the department or service.

The HOD will be asked to confirm support with a declaration that:

❖ There are suitable and adequate facilities and resources for the project to be undertaken or to use the services of the proposed department, and they are available for the duration of the project
❖ The project has been costed appropriately and there are

sufficient funds to cover the costs of conducting or accessing the services for the research within the given department
❖ If the HOD is either the PI or a member of the research team, the declaration must be obtained from the HOD's manager or a suitable alternative.

Heads of Department/s (HODs) will review a Site-Specific Application and notify the Principal Investigator (PI) of the outcome of their review (through REGIS). The outcome will be:

❖ able to undertake the investigations/ services
❖ able to perform the investigations/services indicated, if the following financial assistance is provided
❖ unable to undertake the investigations/services indicated, on the following grounds

REGIS will automatically send a communication to the PI when all HODs have made a decision.

ABLE TO UNDERTAKE THE INVESTIGATIONS/ SERVICES

If the head of department classifies an application as 'Able to undertake....' they are indicating their approval for the project to go ahead. There are no conditions on this decision.

ABLE TO PERFORM THE INVESTIGATIONS/SERVICES INDICATED, IF THE FOLLOWING FINANCIAL ASSISTANCE IS PROVIDED

If the Head of Department classifies an application as 'Able....if the following...is provided' it implies in principle support, once additional requirements have been met. The HOD should specify these requirements in REGIS so they can be addressed by the Principal Investigator.

The PI will address any requirements and show evidence to the RGO with submission documentation (in REGIS).

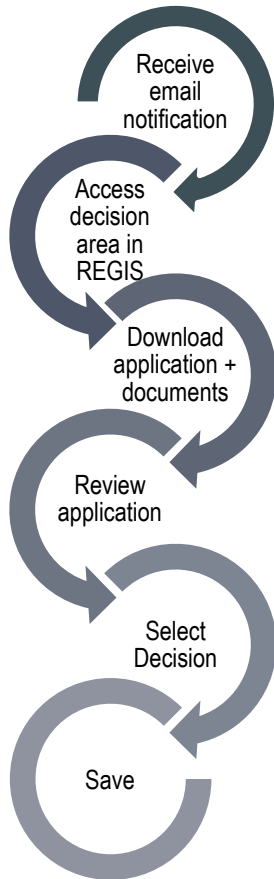The application will not be re-submitted to the HOD.

UNABLE TO UNDERTAKE THE INVESTIGATIONS/SERVICES INDICATED, ON THE FOLLOWING GROUNDS

The head of department can also classify an application as 'unable to undertake...'.In this instance the PI may discuss this decision directly with the HOD or the RGO/ research administrator.

They will need to determine whether an alternate department HOD is more appropriate, if the SSA can still proceed without this support or whether the application cannot proceed at the nominated site.

How does it work in REGIS?

The following diagram is an overview of the Declaration of Support process in REGIS.

- Receive email notification
- Access decision area in REGIS
- Download application + documents
- Review application
- Select Decision
- Save

How to provide a Declaration of Support in REGIS?

Step 1

You should receive an email which will provide you with a direct link into the decision details of the SSA that you have been asked to support. If you are accessing via the email, once you have logged in 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.

Decisions   Click 'Decisions' icon

This icon will take you to a page where the application that have been assigned to you for approval are listed.

Step 3

Click on the Application that you intend to review.

⏷ Type	Approval title	⇕ Identifier
Head of Department Support for Site Specific Assessment		2018/STE00136

Decision
○ Pending

Decisions waiting action will show as 'Pending'

Note: you can filter how you view the list by clicking on the column heading. e.g. Type or Decision

Decision

Step 4

You are now in the Decision Details page.

You are presented with the application details such as the Title, Identifier and Site. This section also includes the HOD decision dropdown and comments/conditions or reasons section.

To download the application form and related documents click on the Download Application button to the right of the screen

📄 Download Application

Step 5

The application and associated documents should have downloaded. Review the application.

Step 6

Select your decision from the dropdown:

1. Able to undertake the investigations/services
2. Able to perform the investigations/services indicated, if the following financial assistance is provided
3. Unable to undertake the investigations/services indicated, on the following grounds

and provide any comments in the free text field below.

Once you have selected your decision and added your comments, click on Save.

A system notification will appear.

✓ Decision details have been saved.

The approval homepage will update to show the outcome.

- ● able to undertake the investigations/services
- ● able to perform the investigations/services indicated *if the following financial assistance is provided*
- ● unable to undertake the investigations/services

Reminder Notifications

REGIS will send reminder notifications as designated time points if a decision remains Pending.

○ Pending

What next?

Once all Head of Department decisions have been made an email will be automatically generated and sent to the Research Applicant.

The decision and any comments made will be visible to the Researcher Applicant and the Research Office.

For technical assistance, contact REGIS HELP DESK

support.f1solutions.com.au
1300 073 447

NSW GOVERNMENT | Health

ACT Government | Health