



# SSA Part 2: Submitting SSA to Research Office

This Quick Reference Guide is for applicants who have already submitted a Site-Specific Assessment (SSA) via REGIS to Heads of Departments (HODs) for declarations of support.

For guidance on how to complete and submit a (SSA) in REGIS please refer to **SSA Part 1: Completing the Application & Requesting Head of Department Support**

A system notification email has been received indicating the HOD declarations are ready for you to review prior to submitting the application to the local Research Office.

## How does it work in REGIS?

SSA can be submitted, to the Research Office, by the PI in REGIS once HOD declaration of support decisions have been received.

Each Head of Department listed in Part C of the SSA would have received an email notification that an application was requesting their support. On review of the application and the support requested, the Head of Department selects one of the following Decisions:

- ❖ Able to undertake the investigations/services
- ❖ Unable to undertake the investigations/services indicated, on the following grounds or
- ❖ Able to perform the investigation/services indicated, if the following assistance is provided

Depending on the decisions recorded,

the applicant may be able to either submit the application or, need to:

- ❖ have further discussions with one or more HODs
- ❖ make changes to the application, or
- ❖ discuss issues with the Research Office.

The following diagram summarises steps in REGIS to submit SSA described in this QRG.



## Submitting SSA in REGIS

### Step 1: Access the SSA application

#### Accessing application from email link


Click on the link from the system generated email.

Progress to **Step 2b: Review HOD declarations - View Individual decision outcomes and comments**

OR

#### Accessing from REGIS homepage


When you log in to REGIS, your home page will have a top right-hand gold menu bar with some icons.


Click on the 'Projects' icon to go to the Projects Home page where you can view a list by title and identifier (PID) of all the projects you have access. 

Select the project from the list by clicking on the identifier link and the **Project Details** page will open. A list of all the applications associated with the project is displayed.

### Step 2: Review HOD declarations

#### 2a. Locate HOD declaration(s)

Click the 'Options' (3 vertical dots) icon located next to the Identifier (STEXXXX) to open the application information menu 

Click the  Application information option to open the Application Details page

## 2b. View Individual decision outcomes and comments

Select the 'Decisions' option on the left-hand menu



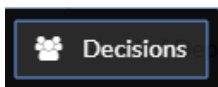
**Note:** all HOD declarations are grouped under the one decision type 'Head of Department Support for Site Specific Assessment' e.g.:



Click the 'Options' (3 vertical dots) icon located next to the Title



Click the 'Decisions' icon to view individual decisions and comments



A Decisions pop up will appear listing each individual decision:

- ❖ User: HOD
- ❖ Decision: Outcome
- ❖ Comment

User	Decision
Weninger, Wolfgang	able to undertake the investigations/services
Loblay, Robert	able to undertake the investigations/services
Twigg, Stephen	able to undertake the investigations/services

If all outcomes are 'Able to undertake', close (✖ Cancel) the Decision pop up and continue to **Step 3**

If any outcomes are 'Unable to undertake' or 'Able to perform... if the following assistance is provided' close (✖ Cancel) the Decision pop up and go to **Step 4**

### Step 3 Submit SSA without further changes

#### All outcomes are 'Able to undertake investigation...'

Click the 'Options' (3 vertical dots) icon located next to the Head of Department Decision.

Click 



The application status will change to

● Submitted

**Go to 'Once your SSA has been submitted' on the last page of this QRG.**

#### Other submission scenarios:

##### Submitting a new version of the application.

##### When a HOD is 'unable to undertake...'

You will need to discuss this outcome directly with the HOD. You may need to seek an alternative Department's support.

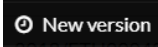
If after discussion with the HOD there is evidence that the application *will* be supported, you can submit a new version of the application.

You are required to submit a new version of the application to change any details on the form or to update any of the submitted documents.

Return to the **Project Details** page showing a list of the applications.

Click the 'Options' (3 vertical dots) icon located next to the Identifier (STEXXX). The application information menu will appear.



Click on 

A warning message will appear. Click 'New version' again.

You will now be asked to confirm a new version and add application comments, e.g. 'new version to include HOD support requirements'.

Click 'New version' one more time. The status of the application will now appear as ● In Progress indicating it can be edited/completed

Update the application and add or update attachments as needed.

*If you are updating an existing document:*

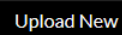
**DO NOT** change the Document Title.

**DO NOT** change the Document Type, unless specifically requested.

Select:



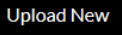
(Participant Information Sheet\_Master PISCF\_WSLHD - Sexual Health Centre.docx) [\[Open\]](#)

Click  to locate the file on your computer and upload it.

*To add a new document on the SSA*

Use the plus sign at the bottom to add additional documents



1. Complete the Document Title. Do not add any version or dates here. E.g. Main Information Sheet
2. Use the drop down filter to specify the Document Type. E.g. Participant Information Sheet
3. Click  to locate the file on your computer and upload it.

**NOTE:** The order of the steps 1-3 is VITAL to allow the system to manage document versions.

*Submitting to the Research Office.*


Once the application is ready to be re-submitted, select 'Complete SSA' under Part G: Declaration.

If a new Head of Department was added, the application the status of the application will change from 'In Progress' to ● Completed pending HOD

Only the NEW HOD will receive a notification from REGIS that a SSA is ready for their decision.

You will receive an email from REGIS when all HODs have made their decision (return to step 3: Submit SSA without further changes).

Otherwise the application will be submitted to the Research Office.

This is confirmed by the status of the application changing from 'In Progress' to  Submitted

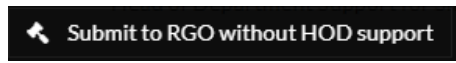
**Go to 'Once your SSA has been submitted' in the last column on the right of this page.**

**Submitting without HOD support.**

**When a decision is 'able to perform the investigation/ services indicated, if the following assistance is provided'**

You may need to discuss this outcome directly with the HOD.

If you are confident that the application has already taken into consideration the request you can now submit to RGO.

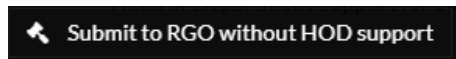


You will need to include a justification for selecting 'Submit to RGO without HOD support'

If the application does not already take the additional support conditions into consideration a **new version** of the application should be submitted.

If, after discussion with the HOD, there is still no outcome for support, you should contact the Research Office the application is being submitted to for guidance.

In this instance, the 'Submit to RGO without HOD support' option should only be used in direct consultation with the Research Office.



Submitting an application without HOD support may result in the application being deemed ineligible.

**Once your SSA has been submitted:**

- ❖ Your application will be assessed for eligibility to be reviewed by the Research Governance Officer for the relevant site. If you have any questions throughout this process, you should contact the Research Office at the site to which you have applied.
- ❖ If your ethics application is yet to be approved after you have submitted your SSA(s), the final decision made by the Chief Executive/Delegate can only be made once ethics approval for the project has been received from the nominated Human Research Ethics Committee.



For technical assistance, contact  
REGIS HELP DESK  
[support@f1solutions.com.au](mailto:support@f1solutions.com.au)  
**1300 073 447**