Data Migration to REGIS

In early March 2019, the REGIS Project commences data migration of ACT and NSW Health Public Health Organisation Research Office active project records that exist external to REGIS[1].

Migration of active records to REGIS will enable future amendments, progress reports, safety notifications and other post approval/authorisation activities to be submitted and managed online within REGIS. It will also enable Research Office staff to focus on a single system for ongoing administration and management of active projects.

This is a significant milestone as we move towards full REGIS implementation.

How will it happen?

A 'minimum data set' for approved/authorised active projects is extracted from AURED and Research Office local data sources. This information is combined with updated contact details provided by Research Offices.

Data cleansing activities are then used to filter records to remove duplicates, identify incomplete/mis-matched data and other issues that might cause a record to be rejected from the upload process. Records with incomplete/mis-matched data are returned to the Research Office for review.

The 'cleansed' data set is then uploaded to REGIS in one or more batches that may occur over a number of days – particularly in the first couple of rounds when the volume of records will be greatest. As rejected records are reviewed and returned by the Research Offices, these are included in a subsequent batch for upload.

On upload, REGIS looks at the associated contacts email with each application. If the email matches with an existing user account, the application will be added to those they can access according to their nominated role against that application e.g. a PI associated with a site application, will be allocated as the 'Owner' with full edit/view/submit rights;

Note: administrative contacts and Associate Investigators linked to the project/applications may not have immediate view of the relevant record until 'shared' by the respective document owners - CPIs or PIs.

If there is no match to an existing user, a new user account will be created. On activation, the associated user will automatically have access to the relevant application according to their role.

Records uploaded during this process will be issued with new REGIS IDs. However the original identifiers (HREC codes and local IDs) will be included in the migrated data to assist research offices, in particular, to search and identify records. Original titles and project descriptions will remain as-is.

Please remember: data migration will be a gradual process throughout March and into April 2019 – timing of the transfer of project/applications will be dependent on the completeness of the related source data. Some delays should be anticipated to seeing a complete transfer of all records.

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[1] Active project records that exist external to REGIS will include AURED data and data collected in other local sources such as excel

Key dates:

a. Research Contacts

Email advice will be sent to all contacts with a valid email address associated with records to be data migrated during the *week commencing 4 March*. This email will include instructions on how to consolidate multiple emails prior to data migration and, encourage those without an existing REGIS account to create one before data migration commences in the *week commencing 18 March*.

Confirmation emails will be sent to the contacts associated with applications included in each data migration batch confirming transfer of their project/s and creation (if applicable) of their new user account. Instructions will be included to advise how to manage accounts and access to your project/applications.

b. Research Offices

	File due to REGIS team	**Upload dates**
Upload 1	15 Mar	18-22 Mar
Upload 2	29 Mar	1-3 Apr
Upload 3	12 Apr	15-16 Apr
Upload 4	26 Apr	29 April
Upload 5	TBC*	TBC*

*as needed

Each Research Office has been working with a member of the REGIS team for a number of months to review data for completeness and currency. As the data migration process proceed, further consultation will occur as required

Frequently Asked Questions

On the pages following, a series of FAQs have been prepared for Researchers/applicants (p.3) and Research Office Staff (p.5).

For more information:

e. regis@health.nsw.gov.au

w. regis.health.nsw.gov.au

FAQs – Researchers/Applicants

I have multiple email addresses and I don't know which one is associated with my project/application OR I only want to have one address used

During the data migration period, you will receive an email indicating that one or more projects/applications are associated with that address. Once data migration occurs, REGIS will use that address to identify an existing user account or create a new one in order to associate the respective projects/applications.

If you receive these emails at multiple addresses, it means you have multiple email addresses associated with one or more projects/applications.

If you do not wish to have multiple REGIS accounts created during data migration, follow the instructions in the email notice to register your preferred email address for your REGIS account. All your projects/applications will be associated with that single account.

I have multiple REGIS accounts can they be combined?

Yes, they can. Please contact the REGIS Helpdesk on 1300 073 447 (7am-7pm, Monday-Friday) to request your accounts be merged.

I can't see my project/s in REGIS – when will it/they appear?

Data migration will be a gradual process throughout March and into April 2019 – timing of the transfer of your project/applications will be dependent on the completeness of the related source data provided by the research office.

It is anticipated that the majority of projects intended for migration would have been uploaded to REGIS by the end of the first week in April.

I created my application/s in online forms and they've been submitted, but I haven't received approval/authorisation yet. Will my project be migrated to REGIS?

For an ethics application submitted to an ACT or NSW Health HREC, your ethics application will be migrated following approval.

Site Applications for NSW Health sites will be migrated following authorisation.

The wrong CPI/PI has been listed for a project/application

Please contact the Research Office that approved/authorised the application for guidance.

I need to change who can view a project/application

The project/application owner can grant and revoke view/edit access to their records in REGIS. Please refer to the Quick Reference Guides here for more detail.

I've received a notification that a progress report (milestone) is due – what do I need to do?

Progress reports are a condition of ethics approval and are generally required annually and on completion of the project. The CPI is responsible for submitting the annual progress report, but may choose to share access in REGIS to help complete the document prior to submission.

The report required in REGIS is via an online template – open the milestone link to access REGIS and view.

Please refer to the Quick Reference Guides here for more detail.

REGIS will initially send a reminder to the CPI and administration contacts 30-days prior to the due date, another 7-days before and then, if not yet submitted, at 7, 14 and 30days overdue as appropriate. A report remains outstanding after 30-days may result in the HREC reviewing your ethics approval to determine whether it should continue.

I need to submit an amendment or safety notification in relation to an application/project

In most instances, the CPI will be required to submit amendments and other notifications to the HREC via REGIS. Please refer to the Quick Reference Guides here for more detail.

PIs should contact their local Research Office for guidance on site-only matters.

Who do I contact for help?

You have a couple of options:

1. Contact your local research office when you need information on:
   - what you need to include in your REGIS application
   - the status of your application
   - using REGIS.
2. Contact the help desk for technical issues with REGIS including:
   - system issues or faults
   - data migration
   - system advice note your research office may also be able to help you).

   Call 1300 073 447 - the help desk is open Monday to Friday, 7 am to 7 pm (excluding public holidays).
3. Also, remember to check out the Quick Reference Guides for step-by-step assistance

How do I create a site governance application (SSA) for a migrated project?

If the associated ethics application was approved by an ACT/NSW Health HREC, please refer to the *QRG: Ethics Amendment - Completing and Submitting (addition of a new site)* for details

If the ethics application was approved under NMA by a HREC external to the ACT/NSW Health jurisdictions, please refer to *QRG: Project Registration (for general guidance) & National Mutual Acceptance (NMA) in REGIS (specific to NMA).*

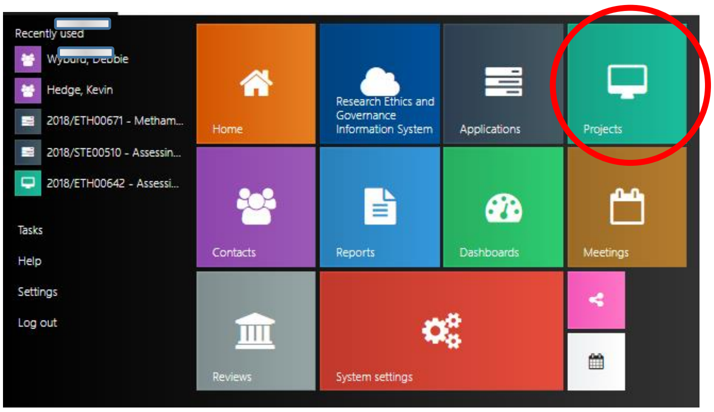
All QRGs can be accessed here

FAQs – Research Offices

How do I find a data migrated record?

Data migrated records should be managed in the ethics or site project view as they relate to approved/authorised applications.

If you know the new PID, ETH or STE identifier – it is the same as for any other approved/authorised record: you can use either the quick search bar at the top of page in any research Office views, or by using the search page under the dull-green 'Projects' start tile (note: the size and location of your tile might differ from the one shown below, however the colour will always be the same).



If the new identifier is not known, use any part of the title, short title, original HREC code or local ID as a key word/s using the search page under the dull-green 'Projects' start tile.

An Associate Investigator and/or admin contact was named in the contacts file, how do I view them in REGIS.

View these details under the 'contacts' tab in the Project Management menu.