REGIS Operational Webinar
(19 March 2019)
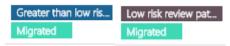
Questions and Answers from the webinar

Question: How do we know which projects have been migrated and when?

Answer: During the initial data migration, 19-22 March, approximately 78% of all the data/files provided to REGIS will be uploaded. Each Research Office should expect to receive a 'data not loaded' spreadsheet by COB Friday 22 March. This file will indicate which files were NOT uploaded.

Question: Will all projects migrated be automatically tagged according to risk level?

Answer: Yes. All migrated data will be tagged in the exact same way as a project created in REGIS "Greater than low risk review pathway" and "Low risk review pathway". Data migrated projects will also be tagged with "Migrated".

Question: Will researchers or PIs be notified when their study files have been fully migrated to REGIS?
Answer: CPI/PI and admin contacts (if provided) will be notified on Friday when the initial data migration has been completed.

Question: How do you tell the system that the annual progress report has been submitted to RGO for NMA studies?
Answer: TBC

Question: Hi Kylie & Leanne, lots of interesting information to take in here, and today it's just me in the office. I know the webinar is being recorded, but can we have Leanne's notes?
Answer: No notes – just this document.

Question: What do we do with studies that are migrated across to REGIS that are now closed? Do we need to close them? If so how do we do this?
Answer: It is anticipated that only active studies are transferred to REGIS however if there are studies that have closed they will need to be closed manually. Further guidance will be provided.

Question: Similarly, for APR due date how do we update this?

Answer: Milestone due dates have been created in REGIS during data migration based off information in AU-RED.

In the external portal applicants will see upcoming/overdue milestones on their homepage when they log in.

Question: Could we please have some guidance on how to set up post approval/amendment tiles and how to manage these so nothing is missed?

Answer: Please see the QRG setting up a homepage and the supplementary document homepage tiles https://regis.health.nsw.gov.au/how-to/ Please contact the REIGS team is you need further guidance.

Question: We still have outstanding ethics applications in AURED - we have f/u with the researchers but have not had a response or have been asked to give them more time. What should we do in this instance?

Answer: It is suggested that if you know of any applications that are in online forms to contact the applicant to confirm that any data not finalised in online forms by 31 March may require manual re-creation in REGIS.

Question: Will the RGO automatically receive the ethics annual report when it is submitted?

Answer: For an annual report created in REGIS the RGO will be able to access the approved annual/progress report once it is shared. Note: this functionality won't be available until the known document share bug is closed.

Question: Is the annual progress report in REGIS a set template? Or are the researchers still getting the report template from our website and uploading it to REGIS?

Answer: There is a state wide template in REGIS.

Question: Can REGIS send out Quarterly Reports? i.e. every 3 months - this is required for some of our high risk studies.

Answer: Yes – a research office can manually change the milestone timing in the internal portal.
This will be covered in the upcoming milestone webinar.

Question: if a PI email isn't correct- how will we know an email wasn't received if they have recently left.

Answer: while testing has been completed to ensure emails are correct we cannot guarantee that in all scenarios the email will be received. However if an admin contact has been received they will also receive the notification.

Question: If an SSA has been started in AU RED but we're still waiting for signatures, will a new SSA need to be started in REGIS.

Answer: If the SSA is not authorised by 25 April the applicant risks having to manually create the SSA in REGIS.

Question: If a project is extended beyond 5 years who will this be dealt with.
Answer: This is through the ethics amendment process. Request for extension

Additional Questions:
How can I search for data migrated projects?
Answer: