



QUICK REFERENCE GUIDE

FOR RESEARCH APPLICANT

# Downloading a copy of your ethics application

Steps 1-4 below set out how to download your ethics application from the external REGIS portal.

## Step 1

From your project list, select the relevant project (either from your home page, as below, or from the projects page).

Research Ethics and Governance Information System

Home

Decisions Meetings Projects Help Sign out

### Research Ethics and Governance Information System

**Research Applicants**  
This home page will list below the 5 most recently registered projects you have access to as a project/application owner or other user who has been allocated shared access by that owner. Click on the listed project link to view details including associated ethics and site governance applications.  
If you wish to: register a new project; continue an in-progress registration or view/manage other registered projects not listed below, select the 'Projects' icon in the gold bar at the top right of this page.

**Other users - CE/Delegates, HREC Members, Dept. Heads, Ext. Reviewers**  
Depending on your role, you may have a couple of additional icons in the gold bar above such as 'Decision', 'Meetings' and/or 'Review' - If you have received notification that you have an activity to view in those areas, select the related icon to access the area you require.

**Top 5 projects**

Below are your projects. Click the link to open and manage your project.

Project Identifier	Title	Status	Ethics approval
2019/FID20758	Get Ready	Registered	27 Mar 2019
2019/FID16041	Kylie NSW REGIS training 22 March	Registered	22 Mar 2019
2019/FID16040	NMARGO Refresher Training - 22n...	Registered	21 Mar 2019
2019/FID20747	Kylie NMA REGIS Training 22 March	Registered	21 Mar 2019
2019/FID11819	Milestone Processing	Registered	18 Mar 2019

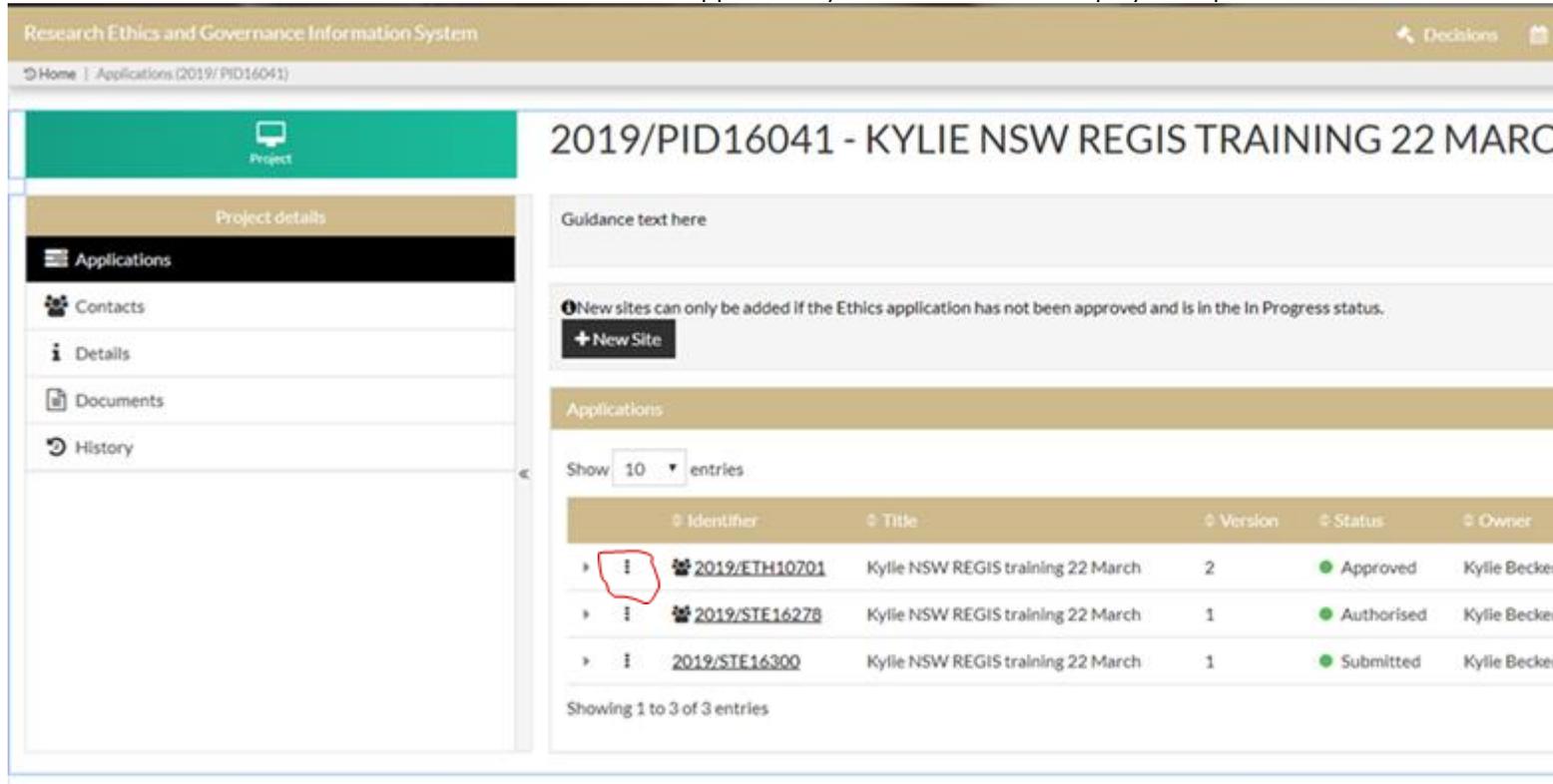
View all

**Top 5 notifications due**

Project Identifier	Title	Detail	Status	Days remaining	Due date
2019.ETH07461	Progress Report	Progress Report	Pending	721	18 Mar 2021
2019.ETH07461	Progress Report	Progress Report	Pending	1086	18 Mar 2022
2019.ETH10701	Progress Report	Progress Report	Pending	360	22 Mar 2020
2019.ETH10701	Progress Report	Progress Report	Pending	725	22 Mar 2021
2019.ETH10701	Progress Report	Progress Report	Pending	1090	22 Mar 2022

## Step 2

Select the three vertical dots next to the identifier of the application you wish to view to display the options menu:



Research Ethics and Governance Information System

Home | Applications (2019/PID16041)

### 2019/PID16041 - KYLIE NSW REGIS TRAINING 22 MARCH

Project details

- Applications
- Contacts
- Details
- Documents
- History

Guidance text here

New sites can only be added if the Ethics application has not been approved and is in the In Progress status.

+ New Site

#### Applications

Show 10 entries

Identifier	Title	Version	Status	Owner
2019/ETH10701	Kylie NSW REGIS training 22 March	2	Approved	Kylie Becker
2019/STE16278	Kylie NSW REGIS training 22 March	1	Authorised	Kylie Becker
2019/STE16300	Kylie NSW REGIS training 22 March	1	Submitted	Kylie Becker

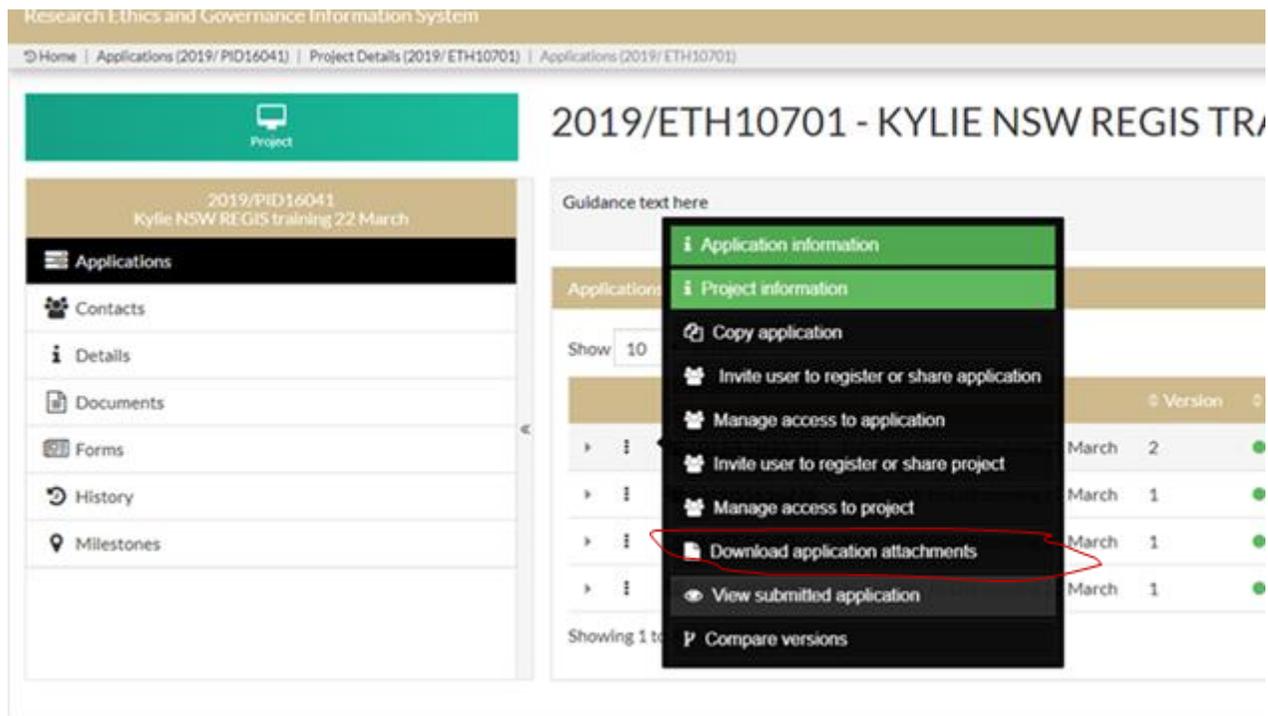
Showing 1 to 3 of 3 entries

For technical assistance, contact  
REGIS HELP DESK

support@f1solutions.com.au  
1300 073 447

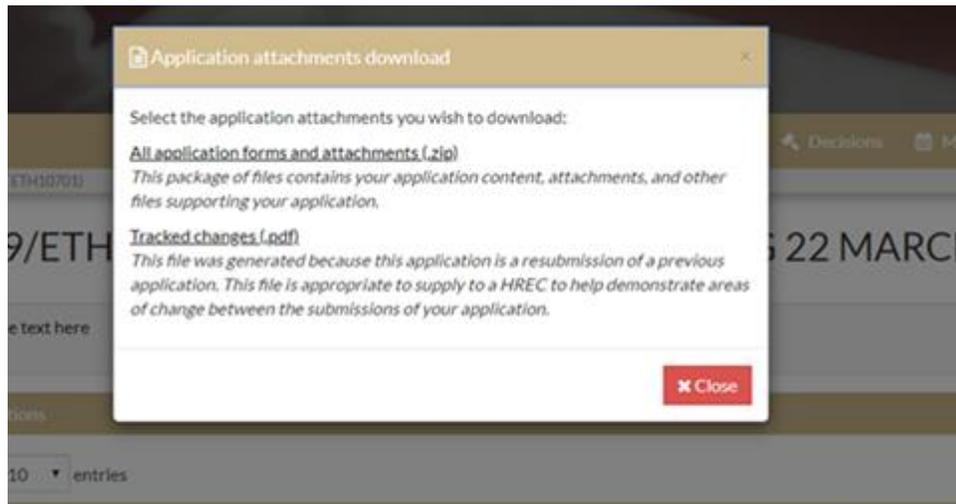
## Step 3

Select 'Download application attachments'.



## Step 4

From the pop-up screen, select 'all application forms and attachments' – a zipped file will download containing all documents.



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Once you have completed these steps, you will have successfully downloaded the application.

Please visit the [REGIS website](#) for more quick reference guides on applications.

