REGIS Operational Webinar
(30 April 2019)

Questions:

Q: Do RGOs get to see progress reports submitted to HRECs and HREC's acknowledgement of these?
A: Yes if the Milestone Report and Notification email have been shared by the RO managing the ethics project.

Note: this functionality is currently not fully available due to the known bug with sharing documents.

Q: do we need to add each annual progress report to the meeting individually?
A: You need to add each annual progress report to the meeting. When adding the milestones, you can select multiple.

See QRG: Creating and Preparing HREC Meetings.

Q: Kylie, did you say that the researcher has to notify the research office when they have submitted their annual report. This is because there is no tile that notifies us that an annual report has been submitted
A: No. There is a homepage tile that shows when the researcher has submitted the annual report.

See QRG: Setting up a Home Page and User Manual 1.1 Homepage tile

The functionality to send a milestone to a review is working, however there is no way to identify on the homepage when the milestone review has been submitted. You can use this functionality but the reviewer will have to let you know when the review has been submitted, manually outside of REGIS e.g. via email.

Q: Is the annual progress report eventually going to be a state wide template that we have to use so the information collected is consistent across offices?
A: the annual progress report is currently a state wide template.

Q: So it is mandated that we use it?
A: Yes it is mandated to use the milestone functionality in REGIS.

Users are encouraged to provide an eoi for the working groups to look at statewide templates in REGIS.

Q: Are you able to go through how RGO's see the reports and HREC acknowledgments?
A: RO are asked to mark the Milestone Report document and the System Generated Email as Visible in Related Entity. 👁

See QRG: Processing APR_Milestone

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Q: How can we download your handout? Thre seems to be no option in skype.
A: Good question! I am still working out the skype processes. This will be uploaded with the recording.