
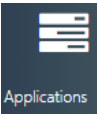

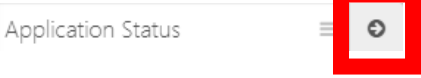
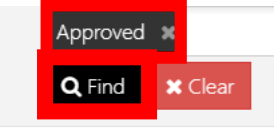
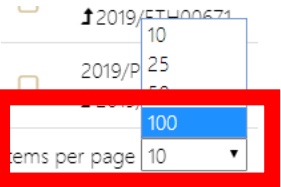






Approved applications that do not have the post approval mechanism (Project).

Identifying

Click start →	Select Applications →	Select Search →	Add Application Status filter
			
Add Approved in the filter and click find →	Expand page to 100 →	Click on Project identifier to filter →	Any Application with NO Project Identifier requires action.
			

Rectify/Action

The Research Office will need to contact the Owner (and the admin contact if available). A 'New Version' of the Application will need to be created.

The CPI/Owner will need to change their role Q1.9.10 to "**Coordinating Principal Investigator**" and submit the new version of the application to the Research Office. *Please see the applicant worksheet for guidance on completing their steps.*

Research Office will need to make a new Decision: Application Decision
 see QRG: [Processing Approval & Authorisation - not Associated with Meetings](#) (initial application)
 and send the Decision Notification Email again. It is the sending of the email that kicks in the Project creation.

It is recommended that the new decision notification email is not sent to the researcher, but to the research office, as this is being used as the system process to create the post approval Project. Change the wording in the body of the email so it is clear why there are two emails in the system.

Also check the documents to ensure that no other documents have been auto shared across sites and to the PI.

Background:

During Project Registration (Part D: D1) a CPI is required to be selected. The information provided at PR prefills the HREA 1.9.10 response. Applicants are changing the response when completing the HREA. If this isn't identified and corrected the application can be submitted and approved but the Ethics Project (post approval mechanism) is not created.

It is time consuming for the Research Office and Applicant to fix this after the application is approved.

Before you approve an ethics application in REGIS please ensure that there is ONE person who is in the Role "Coordinating Principal Investigator" at question 1.9.10 in the HREA.

Please refer to the QRG [Reviewing Eligibility of an Ethics Application](#) (note page 1 System requirements)

D1 Are you the CPI for this project? * Yes No

D1 Are you the CPI for this project? * Yes No

Coordinating Principal Investigator Details

D2 CPI email *

Start typing to search...

Coordinating Principal Investigator Details

The information provided at PR prefills the HREA 1.9.10 response

This response must be Co-ordinating Principal Investigator.

Q1.9.10 What is the position of this person on the research project?*

- The Chief Investigator, Co-ordinating Principal Investigator or Lead Investigator is the person with overall responsibility for the research project.
- For projects conducted at multiple sites, the Principal Investigator is the person with responsibility for managing the research project at each site.
- If you are a Co-ordinating Principal Investigator for the overall project and a Principal Investigator at a given site, list your role as Co-ordinating Principal Investigator.
- A person who does not have the above responsibilities is often referred to as an Associate /Assistant/Sub-/Co- Investigator or Investigator.
- Consult with your institution's ethics or research office for further advice on the terms used at your institution.

Co-ordinating Principal Investigator/Researcher

Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?*

- NSW and Health Health PHO HRECs accept HREA submission by CPI on behalf of project team.

Yes No

There is some guidance suggesting this here. It's not super clear.