



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

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.

Step 1. Log in and locate your application

When you log in to REGIS, your home page should show your top 5 projects. If you can see the project here, open it by clicking on the project identifier or the title.

Project identifier	Title
2018/PID00061	B1 Project Title

If the project is not listed in your top 5 projects, use the top right gold menu bar.



A list of projects will appear in a table. Click on the title or identifier to be taken to the Project Details home page.

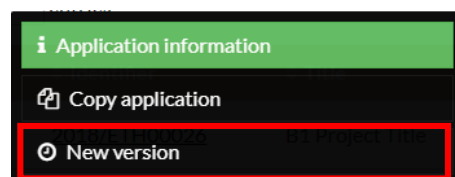
Title	Identifier
B1 Project Title	2018/PID00061

The project title will appear at the top of the screen and you will see all the applications (ETH and STE) associated with the project.

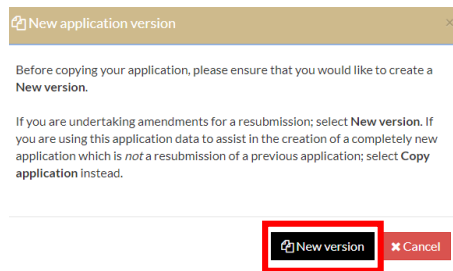
Select the application.

Step 3. Create a new version of the application

- Click on the 3 dots next to the identifier of the application. The Application information menu will appear. Select 'New version'.

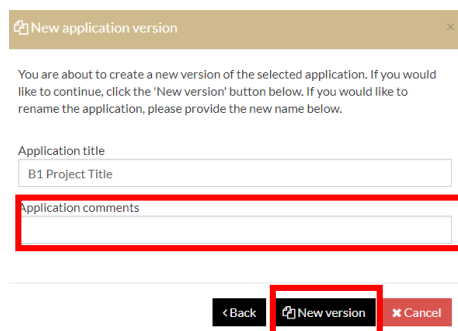


A warning message titled 'New application version' will appear. Click on the 'New version' button.



A second message will appear. **Do not change** the Application title.

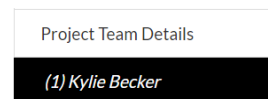
In the application comments cell, add a note to describe why you are submitting a new version, e.g. "New Version due to no CPI". Then click 'New version'.



Step 4. Update the form

The status of the application will have changed from to ● In Progress You can now edit the form. Click on the application identifier 2018/ETH00025 to edit the form.

Navigate to Project Team Details and select the person in position 1. as "Co-ordinating Principal Integrator" at question 1.9.10.



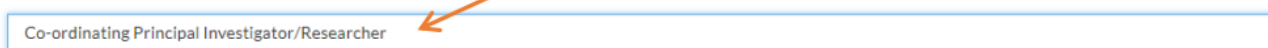
This person must be listed

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?*

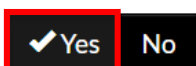
- The Chief Investigator, Co-ordinating Principal Investigator or Lead Investigator is the person with overall responsibility for the research project.
- For projects conducted at multiple sites, the Principal Investigator is the person with responsibility for managing the research project at each site.
- 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.



This person must also respond YES at question 1.9.11.

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

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



Only the Co-Ordinating Principal Investigator has the authorisation to sign (submit) the application on behalf of all members of the research team.

What if the CPI isn't at position 1?

Navigate to **Project Team** in the HREA and hover over the options icon next to the checkbox. Drag the person who is the CPI to position 1.

Q1.9.1 Title Optional	Q1.9.2 First Name *	Q1.9.3 Surname/family name *
<input type="checkbox"/>	Joe	Smith
<input type="checkbox"/>	Jane	Doe
<input checked="" type="checkbox"/>	Kylie	Becker

Step 6. Complete declaration

Select **Declaration** and confirm the person listed in the Declaration is the CPI. This person will need to click Certify and then progress to the next page.

Declaration



This declaration must be completed by each of the researchers/investigators or, where applicable, one member on behalf of the research team.

- Consult your institution's policy for guidance on whether all members must sign this application or whether one member can sign on behalf of the research team.
- You can use the share feature to have other researchers/investigators complete their declaration within this application – see the [HREA How to Guide](#) for details.
- You can upload evidence of the other researchers/investigators' agreement to this declaration (e.g. a PDF of an email).
- You can have researchers/investigators sign this application after it is completed and printed (i.e. a 'wet ink' signature).
- Ensure you answer Q1.9.11 for each team member before completing this section.
- Electronic acceptance linked to user profile.

I, **Kylie Becker**, certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Certify This is a required field

Step 7. Submit to the Research Office.

Generate HREA document



Is your application complete and have you attached the Project Description/Protocol and any relevant supporting documents? *

☒ Yes ☐ No

Once you submit the HREA, you will receive an email confirming submission and a zipped attachment containing a copy of your application and all attachments – this is for your records. REGIS will submit the application on your behalf to your nominated HREC for processing

Verify that you are ready to generate your HREA document.

When the below 'Generate HREA document' button is clicked your application will be finalised and will no longer be editable.

☒ I understand and would like to proceed.

Generate HREA document

The Research Office will confirm when the process has been completed.