

QUICK REFERENCE GUIDE



Requesting More Information

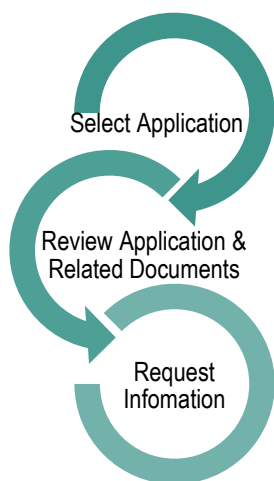
FOR RESEARCH OFFICES

Requesting Information

How does it work in REGIS?

Note: this QRG assumes you have already set up your homepage tiles.

See [QRG – Research Offices – Setting up a Homepage](#) and REGIS User Manual guide - [Homepage tiles](#).



For details on how to make the Application Decision (approval), RGO Recommendation and CE/Delegate Decision see [QRG - Approvals not associated with meetings](#).

Decision Types

Ethics

Decision Type: More Information Required

Decision:

- ❖ **Approved pending further information** – this option will create the 'more information' form. This option is selected when the HREC or EO requires information before the approval but no changes to the application or documents.
The status of the application will change to "Information Requested"
- ❖ **Decision pending further information** – Select this option if any changes to the application or document are required. This option will create a new version of the ethics application (HREA) and enable the applicant to edit it.
The status of the application will change to "In Progress"

Governance

Decision Type: More Information Required - SSA

- ❖ **Recommendation pending further information** – this option will create the 'more information' form. This option is selected when the RGO requires information before the recommendation but no changes to the application or documents.

- *The status of the application will change to "Information Requested"*

- ❖ **Decision pending further information** – select this option if changes to the application or documents are required. This option will create a new version of the site application and enable the applicant to edit it.

- *The status of the application will change to "In Progress"*

Request More Information

If you are requesting More Information through a meeting please see [QRG- Managing HREC Meetings and Decisions](#)

To request more information through the application

Step 1

MANAGEMENT
Decisions

Click on the Management tile in the left-hand menu and then select Decisions
Now select 'Edit' on the right-hand side of the screen



Step 2

Select the hamburger next to the Decisions tile, then 'Add Decisions'

Decisions ≡ + Add Decisions

The Decisions wizard will appear.

Step 3

Leave the current due date blank.



Select the 3 dots at the end of the 'Type' cell to search for the decision type.

A black panel will appear.

Step 4

Select the decision type.

Decision outcomes described in section above.

Click on the checkbox next to the Decision and then on the tick icon at the bottom of the panel.

Do not change the entity.



Select the 3 dots at the end of the 'User' cell to search for the person making the decision.

A black panel will appear.

Step 5

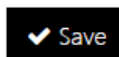
Add Users

Search for the User by typing in their first or last name or email address.

The system will only display Users who fit the search criteria.

The User must have a REGIS account, and can be anyone with a REGIS account.

Click on the checkbox next to the Decision and then on the tick icon at the bottom of the panel.



Click 'save' within the wizard (underneath the 'users name').

Step 6



View and manage more information decision
A black panel will appear.

Click where your name appears to finalise the Decision.

Name	Becker, Kylie
Decision	
Reason	
Assigned	26/04/2019 10:12:27 AM
Submitted	

Decision outcomes described on page 1.

Click 'save' in the panel.

Step 7



A 'Send email' icon will now appear on the decision line.
Click on the icon for the more information email to appear.

Step 8

Edit the template and click 'send'.

The email sent notification will show at the bottom of the screen and the 'Email sent' icon will appear on the decision line.



Depending on the decision selection the status of the application will now show as "Information Requested" or "In Progress".

For further assistance if needed, contact your local research office at these links – [NSW](#) or [ACT](#).