



QUICK REFERENCE GUIDE

Managing Human Research Ethics Committee (HREC) Meetings and Decisions





How can REGIS help with HREC meetings?

REGIS can help manage all documentation for HREC meetings. The system can generate agendas for, and minutes and actions from, the meeting. The executive officer (EO) or research administrator completes and distributes these in REGIS.

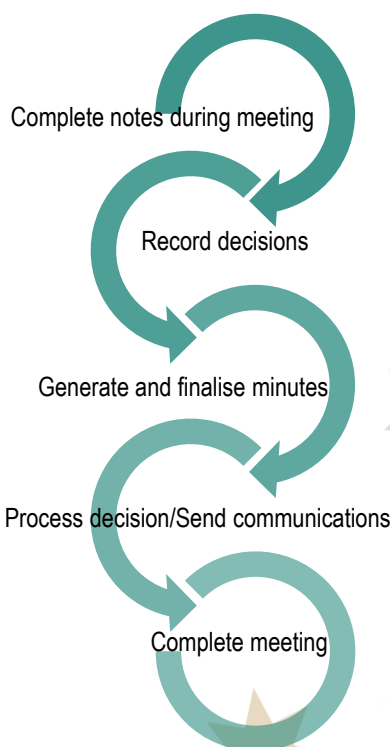
This guide discusses the steps from when the HREC meeting starts to processing a decision. A similar process may be used for other meetings created and managed in REGIS.

Relevant icons

The following icons are used throughout the different meeting processes. They will be referred to throughout the document.

	Edit
	Hamburger (more options)
	Tick to add selected
	Save

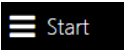
The following diagram is an overview of the HREC meeting process in REGIS. Before starting, it is always best to review the most recent [ACT](#) and [NSW](#) research governance policies.



Using REGIS during a HREC meeting.

Step 1


Log in to REGIS and search for the meeting by clicking on the Start menu in the top left-hand corner with a hamburger icon next to it.

 Start Click 'Start' menu (hamburger icon)

This icon will present you with tiles to navigate to your chosen section.


Step 2

Select the Meetings tile from the Start dropdown

 Choose Meetings tile



Step 3

Click on the next Meetings tile that appears

 Click to create or manage meeting

Step 4. Search for the existing meeting

Filter the search by adding a Title or Meeting status. You can also add further filters by dragging and dropping any of the 5 filters available on the left-hand side of the screen.


  Select the meeting by clicking on either 'View Meeting' or 'Edit Meeting'.

Adding notes to an application and recording the decision

Step 1

Select the Application tile on the left-hand side of the screen.

Step 2

 Click the note icon on the right side of the application in the table listing.

Note: can't see the 'note' icon? Select the 'edit' icon at the top right of the screen.

Step 3

Add comments from the meeting.

These can be further edited after the meeting and this information will feed through to the draft minutes created in REGIS.

Complete this step for all applications.

Step 4

From Applications, select the application you want to record a decision against.



Go to gavel icon and choose a decision type:

Application decision

- **Approved** – the process decision option will now become available.
- **Approved with conditions** – when the HREC or Executive Officer (EO) requires additional reporting or monitoring, **not** more information.
- **Not approved** – this application will not be approved by the HREC.

Request for information

- **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.
- **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.

Note: Recording the decision will change the status of the application but will not send a communication to the applicant

Generating minutes in REGIS

Step 1. Generate the draft minutes

From the top hamburger next to the Meeting title, click 'Generate minutes'

The minutes will be generated in the 'Meeting documents and other business' tile of the meeting.



To edit the minutes, click the download icon next to the Minutes document. The document will open outside REGIS.

Amend the minutes as required. Save the document to your desktop.

Step 2. Upload edited minutes

Select 'Meeting documents and other business' from the Meeting tile.

Select the hamburger next to the 'Meeting documents and other business' title.

Click '+ Add document'. Now you can drag and drop the document into the indicated area or click on the indicated area and browse for the document.

Remember to delete the old version of the meeting minutes.

Process decisions

During the meeting you would have recorded a decision against applications, milestones, amendments and other notifications. You now need to process the decision and send a formal communication.

Step 1

Each application will show the outcome of the meeting, e.g. Approved pending further information.

Step 1a Request for Information



Select the mail icon next to the listed application. This brings up the 'Request for Information' editable template.

Step 2a

The email wizard will open with the 'More information' template. This template is used for both the 'More information' decisions in REGIS. The template should be edited as required.

The email provides the applicant with more instructions on how to respond in REGIS.

Complete 1a and 2a for all requests for information.

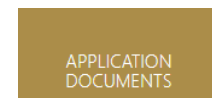
Step 1b Application Decision



When the approved decision has been made and saved, the check mark icon will appear with the icons to the right of the application in the table listing.

Select the check mark to progress to the Process Decision page.

Step 2 Manage approved documents (appearing on email)



Select the 'Application Documents' tile.

A list of the Related Documents will appear.



Use the delete icon to remove the documents that should **NOT** appear in the link of approved documents or the list of approved documents.

These documents will also be automatically shared with related applications/projects and the applicant in the external portal



Step 3 Create email

Use the hamburger next to the page heading 'Process Decision'. Select 'send email'.

An email template will appear for review and completion.

Update the email template as required.

Ensure that the list of documents are in a format that would be recognisable to other research offices/jurisdictions.

The template includes a system generated link 'Application Documents' which also allows the recipient to access a copy of the approved documents for 14 days.

When the email is ready click 'send'.

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

Step 4

Once you hit 'send', two more options appear on the Process decision hamburger. Select the option that matched your office requirements.

Notification Acknowledged

Not expecting Acknowledgement

Complete steps 2a and 2b for approval/not approved.

Complete meeting

When all actions have been created for the meeting, select the hamburger next to the Meeting heading and select 'Complete meeting'.

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