

# NEW VERSION RELEASE NOTIFICATION

## REGIS version 2.0 release

### Date and Time:


Monday 16 September 7am-9am

### Event:

REGIS (<https://regis2.health.nsw.gov.au>) will have a major new version released to the production environment.

### What is the impact to end users?

A number of areas identified through the REGIS research office user group and applicant feedback have been addressed in the first of three major releases scheduled between September 2019 and January 2020.

External	Site applications Supported = Submitted When all head of department indicates supported or supported with conditions the application will automatically submit to the research office.
External	 the Help icon now has page/areas specific text. The help text will also include a direct link to the quick reference guides and a link to utilise google indexing.
External	Google Indexing – search using keywords using the “ <a href="#">Search REGIS using keywords</a> ” link at the bottom of each help text page. You will be taken to a new tab where google with search <a href="https://regis.health.nsw.gov.au">https://regis.health.nsw.gov.au</a> .
Internal/ External	An applicant will be restricted from creating a new version of an application if it has progressed to the status of “under review” or “assigned to meeting”.
Internal	Research Offices will be able to access Metric 3 and 4 reports from REGIS.
Internal	Site application form (SSA) – output form reviewed and missing items not viewable
External	Site application form (SSA) – Minor logic changes to the form to reduce system blocks.

Please see the following pages for further details on each item.

### Response:

Business as usual please ensure any issues are reported directly to the REGIS help desk as soon as they arise.

### System support and issues reporting:

**REGIS Helpdesk: 1300 073 447**

*Please ensure you record the ticket number when you call to assist any follow up contact*

### General Feedback:

REGIS team: [regis@health.nsw.gov.au](mailto:regis@health.nsw.gov.au)

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## Site applications supported = submitted

Site applications completed from Monday 16<sup>th</sup> September will no longer have to be submitted to the research office by the Principal Investigator if all Heads of Department have indicated:

- Supported
- Supported with conditions

REGIS will automatically submit the application to the research office and show the status of

● Submitted

### Supporting documents:

Outgoing QRG: Site Specific Application Part 1: Completing Application & Requesting Head of Department Support

Incoming QRG: Site application: Completing, requesting HOD support & submitting – available 16<sup>th</sup> September

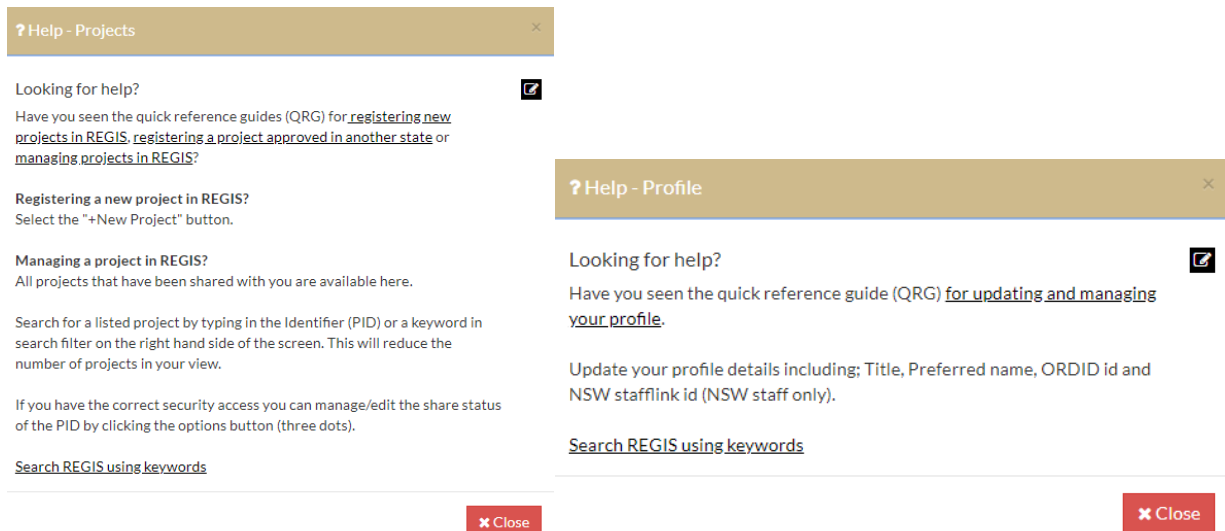
Outgoing QRG: Site Specific Application Part 2: Submitting Site Application after Head of Department Declaration

Incoming QRG: Site Application: Head of Department Not Supported – available 16<sup>th</sup> September


### External Portal – Help (applicant, HREC, reviewer, HOD & CE view)



The Help icon located at the top right of the REGIS external portal has been updated to include page specific help text. Each help text page directs the user to any supporting documents (QRGs) and has google indexing included at the bottom of each page “search REGIS using keywords”



**? Help - Projects**

Looking for help? 

Have you seen the quick reference guides (QRG) for [registering new projects in REGIS](#), [registering a project approved in another state](#) or [managing projects in REGIS](#)?

**Registering a new project in REGIS?**  
Select the “+New Project” button.


**Managing a project in REGIS?**  
All projects that have been shared with you are available here.

Search for a listed project by typing in the Identifier (PID) or a keyword in search filter on the right hand side of the screen. This will reduce the number of projects in your view.

If you have the correct security access you can manage/edit the share status of the PID by clicking the options button (three dots).

[Search REGIS using keywords](#)

**? Help - Profile**

Looking for help? 

Have you seen the quick reference guide (QRG) for [updating and managing your profile](#).

Update your profile details including; Title, Preferred name, ORCID id and NSW stafflink id (NSW staff only).

[Search REGIS using keywords](#)

**Close** **Close**

### Supporting documents:

None

## External Portal – Google Indexing

Use the link “[Search REGUS using keywords](#)” included in each help text page to search any keyword or phrase for resources available on the REGIS homepage.

About 72 results (0.32 seconds)

### [Ethics Amendment - Completing & Submitting](#)

[https://regis.health.nsw.gov.au/.../regis\\_qrg\\_applicant\\_ethicsamendment-completingandsubmitting.pdf](https://regis.health.nsw.gov.au/.../regis_qrg_applicant_ethicsamendment-completingandsubmitting.pdf)

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** Amendments are changes, or modifications to a research study. HREC approval is required before the project team may introduce any **amendment** to a ...

### [Ethics Amendment – Responding to an Information Request](#)

[https://regis.health.nsw.gov.au/.../regis\\_qrg\\_applicant\\_ethicsamendment-respondingtoaninformationrequest.pdf](https://regis.health.nsw.gov.au/.../regis_qrg_applicant_ethicsamendment-respondingtoaninformationrequest.pdf)

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** Quick Reference Guide - Research Applicant - Ethics **Amendment** - Responding to an Information Request - v1. How does it work in. REGIS? If you receive an ...

### [Processing Ethics Amendment](#)

[https://regis.health.nsw.gov.au/.../regis\\_rrg\\_researchoffice\\_processingethicsamendments.pdf](https://regis.health.nsw.gov.au/.../regis_rrg_researchoffice_processingethicsamendments.pdf)

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** QUICK REFERENCE GUIDE: **AMENDMENT** AND RELATED FORMS ... Quick Reference Guide - Research Office - Processing Ethics **Amendments** - v1.

### [How To](#)

<https://regis.health.nsw.gov.au/how-to/>

ETHICS: POST-APPROVAL. Ethics **Amendment** - Completing and Submitting, v1. 3, 26 Jun 2019. Ethics **Amendment** - Responding to an Information Request, v1 ...

### [Updating post-approval forms in REGIS](#)

<https://regis.health.nsw.gov.au/.../updating-post-approval-forms-in-regis-v1.pdf>

About 60 results (0.10 seconds)

### [Responding to a request for information](#)

<https://regis.health.nsw.gov.au/.../quick-reference-guide-research-applicant-responding-to-a-request-for-information-v1-260618.pdf>

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** Step 4. **Submit** the application. Once you have completed all the changes to the application form and the documents, finalise the **response** by moving to the end ...

### [Responding to a request for information](#)

<https://regis.health.nsw.gov.au/.../qrg-resapp-responding-to-a-request-for-information-initial-application-v14-final.pdf>

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** Decision Type: Approved/Authorised Pending. Locate more information form and complete. **Submit response** in. REGIS. Responding to a request for information ...

### [Ethics Amendment – Responding to an Information Request](#)

[https://regis.health.nsw.gov.au/.../regis\\_qrg\\_applicant\\_ethicsamendment-respondingtoaninformationrequest.pdf](https://regis.health.nsw.gov.au/.../regis_qrg_applicant_ethicsamendment-respondingtoaninformationrequest.pdf)

File Format: PDF/Adobe Acrobat  
**\* REGIS \*** Submitting a **response** to a request for further information. Step 1. Update documents. If you have been asked to make changes to or update documents, this ...

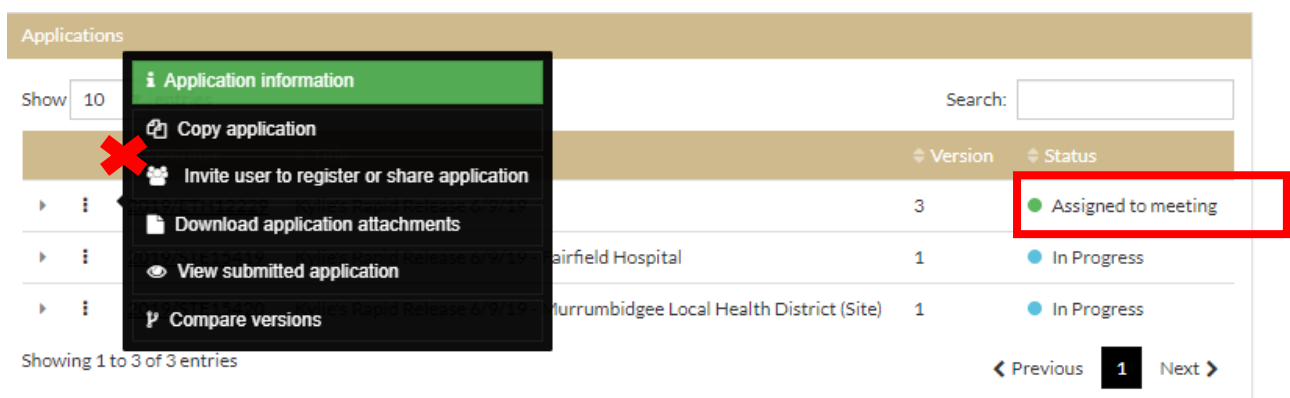
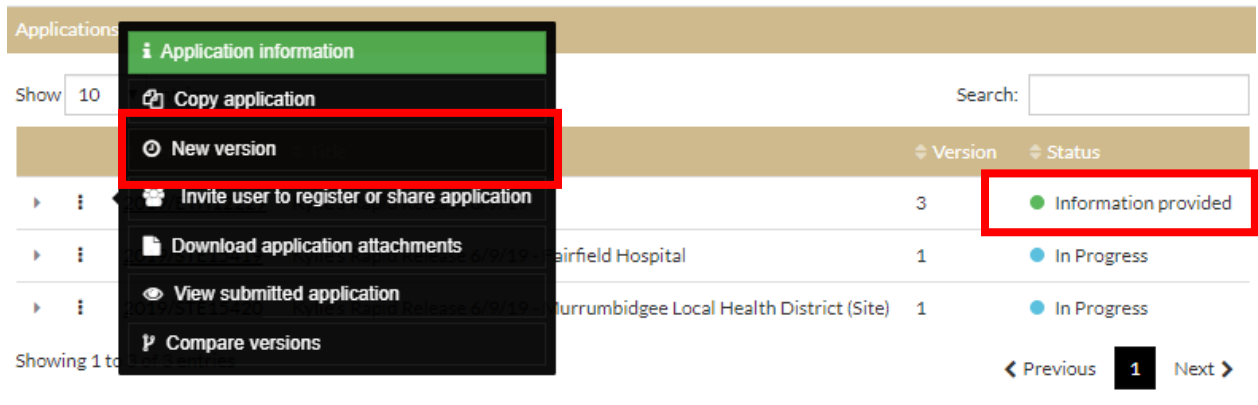
## Supporting documents:

None

**External Portal – Applicant restricted from creating a new version of their application when it is in the status of Under Review or Assigned to meeting.**

Currently an applicant is able to create a “New version” of an application at any time up to approval.

This change will reduce the instances of the HREC or specialist reviewers receiving an application and the applicant creating a new version of the application.



**Supporting documents:**

None

**Research Offices will be able to access Metric 3 and 4 reports from REGIS.**

Details to be release 13 September 2019 at the Roundtable.

**Supporting documents:**

A quick reference guide will become available on Monday 16<sup>th</sup> September.

**Internal Portal Site application form (SSA) – output form reviewed and missing items not viewable**

The output form submitted to the research office has had a complete review to ensure that all responses were available to the research office. The formatting of the output form has been updated.

Example of output form

## Part F: Attachments – Site Specific Documents

Type	Description	Ver.	Date
Ethics application decision notification	approval	1	02-SEP-2019
Letter of Invitation	invitation	1	04-SEP-2019

**NOTE:** In the related documents section of the internal portal the *Description + Version + Date = Title*

Example of tracked changes output form

Type	Description	Ver.	Date
Certificate of Currency of Insurance	Coc	1	02-SEP-2019
Medicines Australia Form of Indemnity	form of indem	1	02-SEP-2019
Budget - Site Study	<del>budget</del> <u>budgetv2</u>	<del>1</del> <u>2</u>	02-SEP-2019
Clinical Trial Agreement - Medicines Australia (CTRA)	ctr	1	02-SEP-2019
<u>Letter of Invitation</u>	<u>invitation</u>	<u>1</u>	<u>04-SEP-2019</u>

**NOTE:** In the related documents section of the internal portal the *Description + Version + Date = Title*

### Site application form (SSA) – Minor logic changes to the form to reduce system blocks.

**Question A3:** A new button **The CPI details are incorrect** is now available to allow applicants to indicate that the CPI provided on the form (from project registration) is not correct in this form.

Note: this button does not change security/access this is for information to the research office only.

**Student Academic Institution Name:** The drop down menu for Institution name is now a free text field.

**Student Supervisors:** The requirement to include the academic and clinical supervisor from the form has been removed. Student researchers are required to include at a minimum either their academic OR clinical supervisor. This is dependent on the type of study. You should seek clarification from the research office managing the application to which supervisor to include.