



Withdrawing an application in REGIS

In REGIS only the person named as the Coordinating Principal Investigator can withdraw an Ethics application.

An Ethics application can be "Withdrawn by applicant" any time prior to the application being approved.

Only the person named as Principal Investigator can withdraw a Site application.

A Site application can be "Withdrawn by applicant" any time prior to the application being authorised.

Step 1

Log in to the REGIS home page.

Click on the 'Projects' icon 

This icon will take you to the **Projects Home** page where you can view all projects. A list of all applications will appear by Title and Identifier (PID).

Select the project from the list.

Step 2. Locate the application

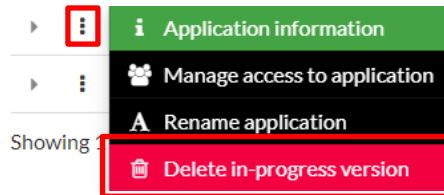
The **Project Details** page will show a list of the ethics and governance applications associated with the project.

Identifier	Title	Comments	Version	Status
2020/ETH00027	FIR_Test		1.00	Submitted
2020/STF00037	FIR_Test		1.01	In Progress
2020/STF00038	FIR_Test - St. Joseph's Hospital		1.00	In Progress

Step 3

Select the option icon (3 vertical dots) next to the application you wish to withdraw.

Now select 'Delete in-progress version'



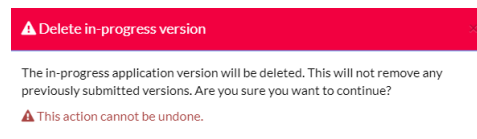
If you don't see 'Delete in-progress version' but see 'Withdraw application', move to **Step 5**

Note: an application that has not been submitted cannot be withdrawn.

Step 4

A warning message will pop-up.

Select 'Delete'



Step 4 (cont.)

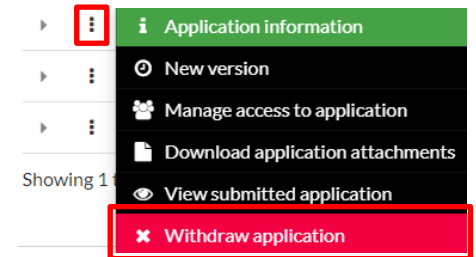
The application will revert to the previous version and status

Version	Status
1.00	Submitted
1.00	Information Requested
1.00	In Progress

Step 5

Select the option icon (3 vertical dots) next to the application you wish to withdraw.

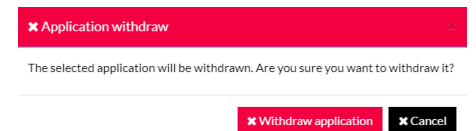
Now select 'Withdraw application'



Step 6

A warning message will pop-up.

Select 'Withdraw application'



Step 7

The application will now show a status of 'Withdrawn'



Step 8

If the first application withdrawn was an ethics application, repeat for any associated site applications.