



## Ethics Application

QUICK REFERENCE GUIDE

FOR RESEARCH APPLICANT

# Completing an ethics application

## What is an ethics application?

Ethical review is a key process to assess all research involving humans against ethical and scientific principles set out by the [National Health and Medical Research Council \(NHMRC\)](#).

As a result, all human research applicants must complete a Human Research Ethics Application (HREA). Once you have registered your project, your Coordinating Principal Investigator (CPI) will need to complete and submit this form in REGIS.

## Who can access, edit and submit the application?

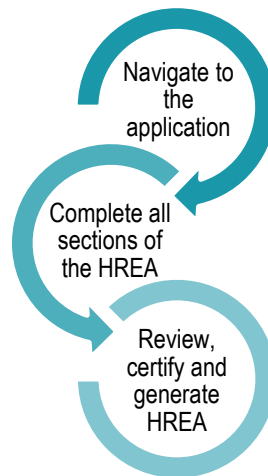
The person who submitted the Project Registration (if not the CPI) and the CPI have automatic access to the HREA and can edit it. However, only the CPI can submit the application.

The CPI can give 'view' and 'edit' rights to the HREA to anyone with a REGIS account.

Anyone with a REGIS account can have the application shared with them they do not need to be a member of the research team.

## How does it work in REGIS?

The overall process of completing the HREA in REGIS is show below.



## Completing the ethics application

### Step 1: Navigate to the application

Directly after project registration: select the ETH.

Identifier

[2020/ETH00024](#)

From the home page: select the 'Projects' icon to view a list of Projects you have access to.

Projects

Identifier

Select the relevant project from the list

[2020/PID00025](#)

Once in the 'ETH Applications' section the HREA will appear with an ETH code and will be in the status of **In Progress**

[2020/ETH00023](#)

### Step 2: Complete all sections of the HREA

Once on the HREA introduction page, you can see all the sections that you need to complete in the left-hand side panel. As you work your way through the application, questions and fields that must be completed are marked with an \*

Details provided in the Project Registration will appear in the HREA.

The following details will only describe where there are system requirements to be aware of to complete the form.

#### 1.9 Project Team Details:

**1.9.1 – 1.9.3** will show all people added at Project Registration.

**CPI** – This person will be the first person in the table. If this person is also a site PI they will appear multiple times – **do not remove**.

The person listed as **CPI** must have the following response in HREA (this has been prefilled).

**1.9.10** **MUST** be Coordinating Principal Investigator.

**1.9.11** **MUST** have 'Yes' selected

**PI/s** – Site PI/s added at Project Registration will appear under the CPI

**Administration contact** - If you would like to add an administration contact to the ethics application, who is not already listed in the table add another line with their Title, Name and Surname.

**1.9.5** Select Yes

**AI/s or Project team members** - Any other research team members that are required to be assessed by the HREC should be added here.

### Updating documents uploaded at Project Registration

**HINT:** Before updating or uploading new documents; if any of the documents have the document version or date in the electronic filename REMOVE from the file name BEFORE you upload into the HREA.

If any of the documents uploaded during project registration have been updated/edited they will need to be replaced before the HREA is submitted.

**Protocol** – To update the Protocol with a new version select 'Clear content selection' and follow the wizard.

#### Clear content selection

(KCTP\_Protocol\_REGIS.docx) [\[Open\]](#)

**Other Documents** – to update any other study wide documents 'Clear content selection' and follow the wizard

#### Q4.2.1 Upload attachment \*

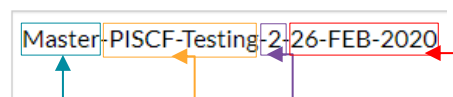


#### Clear content selection

(Master\_PISCF\_Testing.docx) [\[Open\]](#)

and then **update the description of the attachment** by changing the version number and the date if required. DO NOT change the format of the description.

#### Q4.2.2 Description of attachment \*



<Document type>-<Title>-<Version>-  
<Date DD-MMM-YYYY>

### Add New Documents to HREA

To add any study wide documents, click the plus icon on the gold bar at the bottom of the screen



Select 'Upload New' and follow the wizard.

Upload New

Enter the document description as described previous.

After the HREA is submitted for the first time REIGS requires the **electronic filename to remain the same** even when a new version of the document is uploaded. **The electronic filename should NOT include any versioning or date.**

#### Q4.3 –Q4.7 HREC

Confirm the institution and HREC/ethics review body where you will be submitting your application.

### Step 3: Review, Certify and Generate HREA.

The following sections **must be completed by the CPI**, as they are the person with overall responsibility for the research project.

#### Q4.7 Declaration

The person appearing here **MUST** be the CPI. If the CPI's name is not appearing return to "Project Teams" and review responses.

#### Generate HREA Document

Generate = Submit to Research Office. Only the CPI will have the option to submit the HREA.

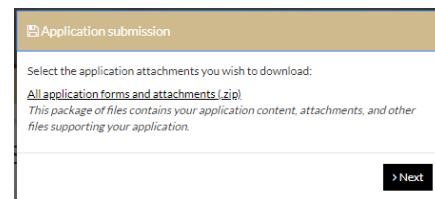
Click 'Generate HREA document'

Generate HREA document

If you are not yet ready to complete the application, you can save and return to your form at another time.

Once the ethics application (HREA) has been submitted:

- ❖ A pop up on your screen allows you to download a .zip file of the application forms and attachments. This is useful for multi-centre studies that require document submission to other jurisdiction application portals.



- ❖ The status of the application will display 'Submitted' and the Research Office will proceed to assess the HREA for eligibility to be reviewed by the HREC.
- ❖ Any NSW Site application/s will now be created for each site listed at project registration. See **Quick Reference Guide: Site Application – Completing, Requesting Head of Department Support and Submitting.**

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