




Ineligible notification - resubmitting application

FOR RESEARCH APPLICANT

QUICK REFERENCE GUIDE

Resubmit a new version of the application after an ineligible notification

What is an ineligible application?

Each new application is assessed for eligibility to be reviewed by the HREC or RGO.

The research office is directed by guidelines provided by NSW Health or ACT Health on requirements for an eligible application.

If an application does not meet the requirements, the research office will send the applicant an email via REGIS, explaining why their application is ineligible.

In REGIS, the status of the application will also change from 'Submitted' to 'Ineligible' on the project home page.

● Ineligible

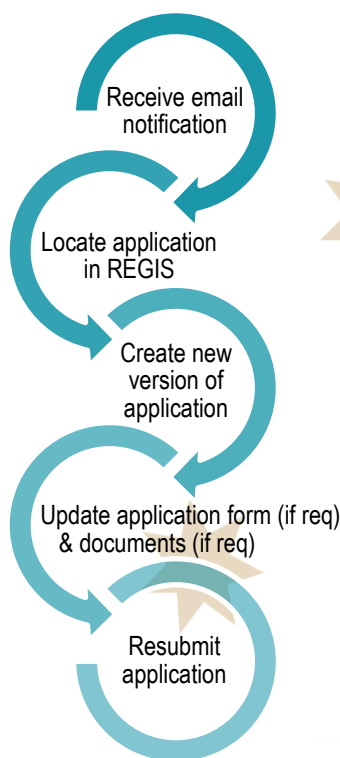
What information is needed?

You should have the following information ready before resubmitting the application:

- ❖ your REGIS user name and password
- ❖ the email sent from REGIS with the explanation of why the application was deemed ineligible
- ❖ updated project documentation to upload, if required.

How does it work in REGIS?

The following diagram illustrates the process of resubmitting an application in REGIS.



Resubmitting the application in REGIS

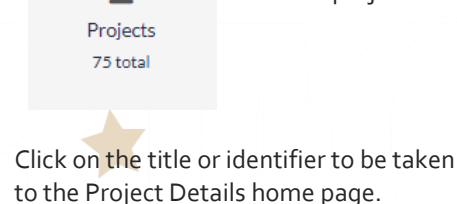
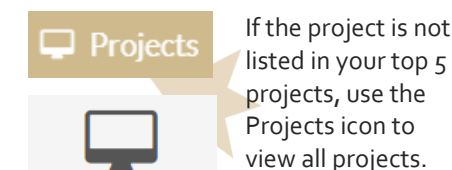
Step 1. Update documents

If you have been asked to make changes to or update documents, complete this step before you log in to REGIS.

DO NOT change the electronic filename for any document to be uploaded to form.

Step 2. Locate your application

When you log in to REGIS, your home page should show your top 5 projects. If you can see the project here, open it by clicking on the project identifier or the title.



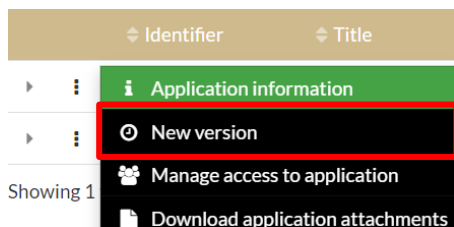
The project title will appear at the top of the screen and you will see all the applications (ETH and STE) associated with the project.

Find the application with the status ● Ineligible

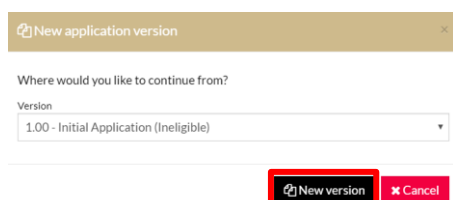
Step 3. Create a new version of the application

- Click on the 3 dots next to the identifier of the ineligible application.

The Application information menu will appear. Select 'New version'.



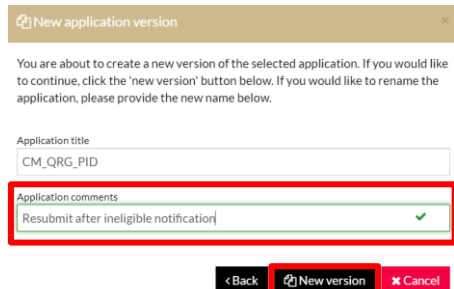
A warning message titled 'New application version' will appear. Click on the 'New version' button. Unless instructed do not change the version indicated.



A second message will appear. Unless you have been instructed, **DO NOT** change the Application title.

In the application comments cell, add a note to describe why you are submitting a new version, e.g. Resubmission after ineligible notification.

Then click 'New version'.



Clear content selection
(PISCF-SVH-GENETIC.docx) [\[Open\]](#)

Step 4. Update the form

The status of the application now be **In Progress**. You can now edit the form.

Click on the application identifier to open the form



Make any changes required to the application form.

Step 5. Update, add or remove documents

On the left-hand side menu of the form:

- HREA: Upload
- SSA: Part F Attachments – Sites Specific Documents

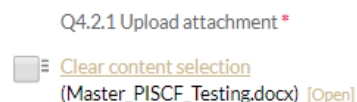
5A. To update a document on the HREA

DO NOT change the electronic filename of any updated documents. The HREA requires the electronic filename to remain the same even when a new version of the document is uploaded.

The filename should not include any versioning or dates. This detail can be added to the description of attachment for the HREA.

If you have been asked to update the Protocol this is located at question 4.1. All other project wide/master documents are located at question 4.2.

Select 'Clear content selection'.



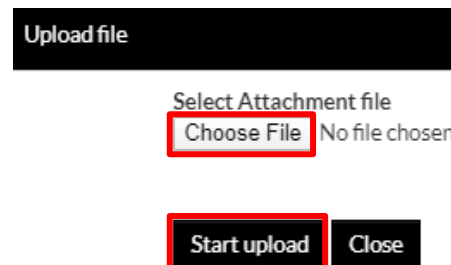
You can now select the 'Upload New' button. The upload wizard will appear.

Q4.2.1 Upload attachment *



Click on 'Choose File' and browse for the document to be uploaded.

Now click on the 'Start upload' button.



For any project wide/master documents listed at 4.2 please keep the format for the document description of:

<Document type>-<Title/description>-<Version>-<DD-MMM-YYYY>.

Q4.2.2 Description of attachment *

Master|PISCF-Testing|1|20-FEB-2020

5A. To update a document on the SSA.

DO NOT change the electronic filename of any updated documents

Document Type: Do Not Change unless specifically directed to.

Document Descriptor: Enter in the following format: <short description of doc type><site acronym><brief unique descriptor> (PISCF-RNSH-Intervent)

There is a limit of 20 characters max

Document version: as listed on document

Document date: as listed on document

Select document and click 'Clear content selection'

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

Click 'Upload New' to locate the file on your computer and upload it.

Upload New

5B. To add a new document

Click on the 'Add' icon at the bottom left of the document table. A new document line will appear.



For HREA

Add the Description of attachment in the following format: <Document type>-<Title/description>-<Version>-< DD- MMM-YYYY>.

Q4.2.2 Description of attachment *

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Click 'Upload New' to locate the file on your computer and upload it.

Upload New

For SSA

Document Type: Select from dropdown.

Document Descriptor: Enter in the following format: <short description of doc type><site acronym><brief unique descriptor> (PISCF-RNSH-Intervent)

There is a limit of 20 characters max

Document version: as listed on document

Document date: as listed on document

Click 'Upload New' to locate the file on your computer and upload it.

5C. To remove a document

Select the document to be removed by ticking the check box next to 'Document Title', then clicking on the 'delete' icon on the bottom left of the document table.

Document Title
Master PISCF



Step 6 Resubmit the application

Once you have completed all the changes to the application form and the documents, resubmit the application by moving to the end of the form and using the left-hand menu. Click on the following options as appropriate:

- ❖ HREA: Generate HREA Document
- ❖ SSA: Part G Declaration

The status of the application will now be ● Submitted

For SSA only: If a new Head of Department was included in the new version of the application the status of the application will change from 'In Progress' to ● Completed pending HOD

The **NEW HOD** will receive a notification from REGIS that a SSA is ready for their decision.

You will receive an email from REGIS when all HODs have made their decision.

See - Site Specific Application Part 2: Submitting Site Application after Head of Department Declaration

Once you have resubmitted the application, the research office will manage the application review and approval process. If your application is now eligible, it will progress to the appropriate review.

If you have any questions, contact your research office.

What next?

The research office will review the eligibility of the new submission and will send the outcome of the eligibility via a REIGS email.

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