



QUICK REFERENCE GUIDE

FOR RESEARCH APPLICANT

Downloading a copy of your ethics application

Steps 1-4 below set out how to download your ethics application from the external REGIS portal.

Step 1

From your project list, select the relevant project either from your home page 'Projects' page as indicated below or under 'Top 5 project'




Top 5 projects		
2020/PID00027 HOD_T...	Registered	28 Feb 2020
2020/PID00028 FIR_Test	Registered	28 Feb 2020
2020/PID00025 CM_QR...	Registered	26 Feb 2020
2020/PID00022 QRG_P...	Registered	26 Feb 2020
2020/PID00018 patrick ... patrick 4.9 testing 21022020 ...	Registered	24 Feb 2020

[View all](#)

Step 2

Select the three vertical dots next to the identifier of the application to display the options menu:



Project

2020/PID00027 - HOD_TEST

Project details are on this page.

! New sites can only be added if the Ethics application has not been approved and is

[+ New Site](#)

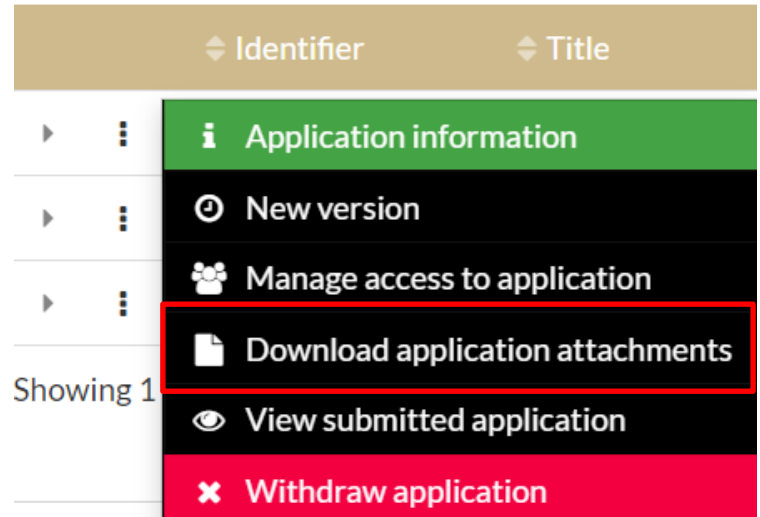
Applications

[Export CSV](#) Show entries

	Identifier	Title	Comments	Version
▶	2020/ETH00026	HOD_Test		1.00

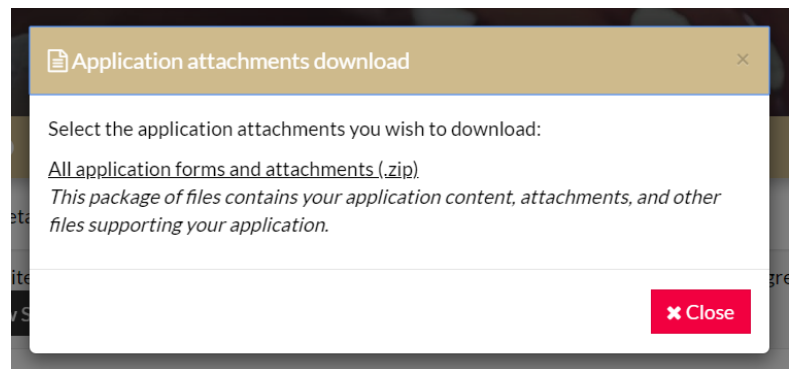
Step 3

Select 'Download application attachments'.



Step 4

From the pop-up screen, select 'All application forms and attachments (.zip)' – a zipped file will download containing all documents.



Once you have completed these steps, you will have successfully downloaded the application.

Please visit the [REGIS website](#) for more quick reference guides on applications.

For technical assistance, contact
REGIS HELP DESK

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