

Ethics Amendment - Responding to an Information Request

How does it work in REGIS?

If you receive an email notification indicating an Amendment requires changes before it can be approved, the form will have reverted back to a status of **In Progress**

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 should be completed outside of REGIS. Be sure to update the document version and date in the document footer.

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

Step 2: Locate Ethics Project

Accessing from email link

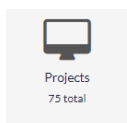
Click on the link from the system generated email.

Progress to Step 3: Access the Amendment Form

OR

Accessing from REGIS homepage

Click the 'Projects' icon to see all projects



Click the Project 'Identifier' or 'Title' in the list

Click on the Ethics (ETH) identifier in the list

Step 3. Access the Amendment Form

Select **Forms** from the left-hand menu Locate the **In Progress** amendment form and click to open.

Make any changes to the form as required.

3A. To update a document submitted with the amendment

Under 'Upload as a new version' select Yes or No as appropriate. If you select Yes, then the document will appear in the 'Document title/Descriptor' drop-down menu and once selected, the 'Document Filename' will auto-populate.

Update the **Document Version and Date** of the document being re-submitted (normally listed in footer).

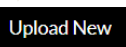
Version	Date *
2	6/03/2020

Upload file *
Warning: filename must match original file name
[Clear content selection](#)
 (Questionnaire.docx)
[\[Open\]](#)
 Maximum file size is 20.00 MB

Select 'Clear content selection' to remove the old version of the document.

The filename MUST match the original to allow successful management of document versioning.

Click 'Upload New'

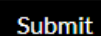


The upload wizard will appear, select the document and then 'Start upload'

This is correct if the details at Document Filename and the details in the brackets at the end of the page are the same.

Step 4. Declaration

Only the CPI can submit the updated amendment.



If you are not the CPI you can save the form and notify the CPI that it is now ready to submit.

Once the amendment is submitted, you will be taken back to the forms page of the ethics project.

The status of the form will now be **Submitted**

Created Date: identifies the date when the form was initially created

Modified date: identifies the date when the form was submitted or resubmitted

What Next?

The amendment will be received by the Research Office managing the Ethics application.

Once the amendment request has been reviewed you will receive notification via a system generated email. The amendment will either be approved, not approved or there will be a request for further information.