Head of Department – Not Supported

For guidance on how to complete and submit the initial site application in REGIS please refer to **Site Application Completing, Requesting Head of Department Support and Submitting.**

How does it work in REGIS?

The site application is submitted to the Heads of Department on completion of the site application by the Principal Investigator. If all HODs indicate support the application will be automatically submitted to the research office.

If one or more HODs indicate they are unable to support the application the status will indicate, ● HOD Not Supported the applicant may need to take the following action:

❖ have further discussions with one or more HODs
❖ make changes to the application, or
❖ discuss issues with the Research Office.

Accessing the STE/SSA

Step 1: Access the Site application

Accessing application from email link

Click on the link from the system generated email.

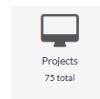Progress to **Step 2b: Review HOD declarations - View Individual decision outcomes and comments**

Receive email from REGIS

Review HOD(s) decisions & comments

Contact and dicsuss decision with HOD directly

Edit application & documents (if required)

Submit to Research Office

OR

Accessing from REGIS homepage

When you log in to REGIS, your home page will have a top right-hand gold menu bar with some icons.

Click on the 'Projects' icon to view a list of all the projects you have access.

🖥 Projects

🖥 Projects 75 total

Select the project from the list.

A list of all the applications associated with the project is displayed.

Step 2: Review HOD declarations
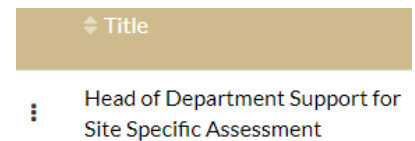
2a. Locate HOD declaration(s)

Click the 'Options' (3 vertical dots) icon located next to the Identifier (STEXXXX) to open the application information menu.

Click the **ℹ Application information** option to open the Application Details page.

2b. View Individual decision outcomes and comments

Select the **🔧 Decisions** option on the left-hand menu.

Click the 'Options' (3 vertical dots) icon located next to the Title .

⇕ Title
⋮   Head of Department Support for Site Specific Assessment

Click the 'Decisions' icon to view individual decisions and comments.

👥 Decisions

A Decisions pop up will appear listing each individual decision:

❖ User: HOD
❖ Decision: Outcome
❖ Comment

HOD is 'unable to undertake…'

⇕ Decision
unable to undertake the investigations/services indicated, on the following grounds
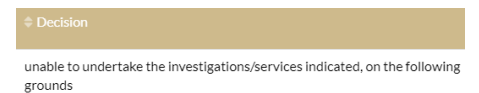
You will need to discuss this outcome directly with the HOD. You may need to seek an alternative Department's support.

If after discussion with the HOD there is evidence that the application *will* be supported, you can update and **submit a new version** of the application or **submit to Research Office without HOD support**.

⋮

Submit a new version of the application.

To make any changes to the application (changing details, adding or removing HOD) or supporting documents you will need to submit a new version.

Return to the **Project Details** page showing a list of the applications.

Click the 'Options' (3 vertical dots) icon located next to the Identifier (STEXXXX). The application information menu will appear.

Click on 'New version'
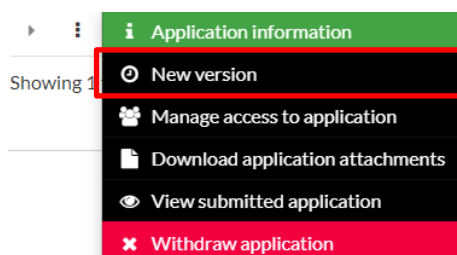
A warning message will appear. Click 'New version' again. You will now be asked to confirm a new version and add application comments, e.g. 'new version to include HOD support requirements'.

Once the comments are entered, click 'New version' again.

The status of the application will now appear as ● In Progress indicating it can be edited/completed.

Update the application. Add, update or delete attachments as needed.

If you are updating an existing document:

Select:

<u>Clear content selection</u>
(Certificate of Insurance.docx) [Open]

Click Upload New to locate the file. Update the descriptor, version or date as required.

To add a new document on the SSA

Use the plus sign at the bottom to add additional documents   ⊕ ⊖

1. Select the Document Type from the dropdown
2. Complete the Document Descriptor. e.g. Main Information Sheet
3. Entre the document version (or o if no version)
4. Add the document date (or todays date)
5. Click Upload New to locate the file on your computer and upload it.

Submitting to the Research Office.

Once the application is ready to be re-submitted, select 'Complete SSA' under Part G: Declaration.

The application will be submitted to the Research Office and the status will show as ● **Submitted**

If a new Head of Department was added, the application the status of the application will change from 'In Progress' to ● **Completed pending HOD**

Only the NEW HOD will receive a notification from REGIS that a site application is ready for their decision.

You will receive an email from REGIS when all HODs have made their decision. If all decisions are supported or supported with conditions the application will be automatically submitted to the Research Office.

Submitting without HOD support.

Only select this option on discussion with the Research Office otherwise the application will be ineligible.

Step 1: Access the Site application

Accessing application from email link

Click on the link from the system generated email.

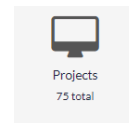Progress to **Step 2b: Review HOD declarations – View Individual decision outcomes and comments**

Accessing from REGIS homepage

When you log in to REGIS, your home page will have a top right-hand gold menu bar with some icons.

Click on the 'Projects' icon to view a list of all the projects you have access.

Select the project from the list. A list of all the applications associated with the project is displayed.

Step 2: Review HOD declarations

2a. Locate HOD declaration(s)

Click the 'Options' (3 vertical dots) icon located next to the Identifier (STEXXXX) to open the application information menu.

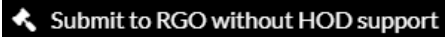Click the **i Application information** option to open the Application Details page.

2b. View Individual decision outcomes and comments

Select the ⚖ Decisions option on the left-hand menu.

Click the 'Options' (3 vertical dots) icon located next to the Title and select the pop up 'Submit to RGO without HOD support'.

⚖ Submit to RGO without HOD support

Once selected you must provide a justification to proceed, once completed select save.

⚖ Submit to RGO without HOD support   ×

You need to enter the reason why

| | ✖ |

Approval comment is required.

⚖ Save   **✖ Cancel**

The application will be submitted to the Research Office and the status will show as ● Submitted

Once your site application has been submitted:

❖ Your application will be assessed for eligibility to be reviewed by the Research Governance Officer. If you have any questions, contact the Research Office at the site relevant to the application.

❖ If your ethics application is yet to be approved after you have submitted your site application, the final decision made by the Chief Executive/Delegate can only be made once ethics approval for the project has been received from the nominated Human Research Ethics Committee.

For technical assistance, contact
REGIS HELP DESK

support@f1solutions.com.au
1300 073 447