

Approval or  
Authorisation  
not associated  
with a meeting



QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

# Application approvals/authorisations processed outside of a meeting

The Research Office can approve applications in REGIS either via a Meeting (ethics) or by creating a Decisions in the application (ethics & site). An approval is either ethics-specific (i.e. approved) or site-specific (i.e. authorised).

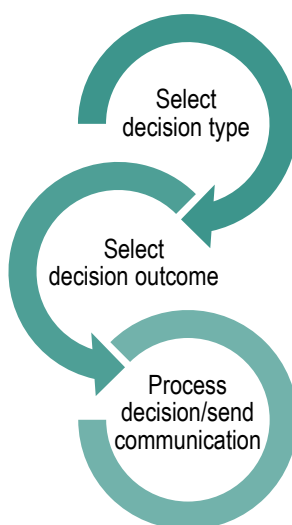
## Approvals in REGIS not associated with a meeting

For ethics applications, the Chairperson has the discretion to delegate to the Executive Officer (EO) the authority to review Human Research Ethics Committee (HREC) Executive Committee business that is considered administrative or within the capacity of the EO.

For site applications, site authorisation is granted by the Chief Executive (CE) or delegate of the Public Health Organisation. A site authorisation is made only after the Research Governance Officer (RGO) Recommendation.

The diagram in the next column provides an overview of how approvals that are not associated with a meeting can be made in REGIS.

**NOTE:** This document describes both Ethics and Governance processes. Unless a step specifies 'Ethics' or 'Site' / 'Governance'; the step is the same for both.



## Approval decisions available in REGIS

### Ethics approval/decision

Type of Decision: Application decision

Decision outcomes:

- ❖ **Approved** – the application has been approved, with standard conditions
- ❖ **Approved with Conditions** – when the HREC or EO requires additional reporting or monitoring, **not** more information
- ❖ **Not Approved** – the HREC will not approve this application.

### Governance authorisation/decision

Type of Decision: RGO Recommendation  
Decision outcomes:

- ❖ **is recommended**
- ❖ **is not recommended** (RGO will provide reasons)
- ❖ **requires consideration by the Chief Executive or delegate** (RGO will provide reasons).

The RGO should add any project monitoring by the site, requested by the reviewing HREC.

Type of Decision: CE/Delegate  
Decision outcomes:

- ❖ **Authorised** – the application has been authorised, with standard conditions
- ❖ **Authorised with conditions** – when the CE requires additional reporting or monitoring, **not** more information
- ❖ **Not Authorised** - this application will not be approved by the CE or delegate.

## Creating an approval decision in REGIS

### Step 1

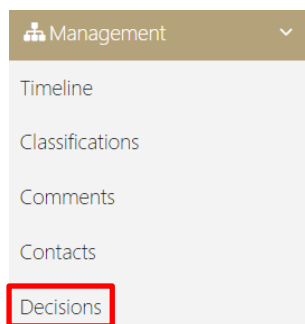
Find the appropriate application in REGIS by using:

- ❖ a homepage tile
- ❖ the quick search at the top of the screen, or

- ❖ the Application tile from the Start menu.

### Step 2

Select the application and click on Management tab → Decisions, then click 'Edit'.



### Step 3

Select 'Edit' and under the Decisions title, select 'Add Decisions'



The Decisions wizard will appear.

### Step 4

Do not add a 'Current Due Date'. Select the 3 horizontal dots **⋮** at the end of the 'Type' cell to search for the decision type. A black panel will appear.

### Step 5

Select the approval/decision type.

- ❖ Application Decision (ethics)
- ❖ Recommendation by RGO (site)
- ❖ CE/Delegate Decision (site)

Clicking on the checkbox next to the 'Decision' and then on the tick icon at the bottom of the panel.

### Step 6

After selecting the Type 'Application Decision' (if ethics) or 'Recommendation by RGO' (if SSA) click the three dots **⋮** at the end of the 'User' cell to search for the person who is completing the task in the system.

### Step 7

Search for the User by typing in their first or last name or email address.

Clicking on the checkbox next to the User and then on the tick icon at the bottom of the panel.

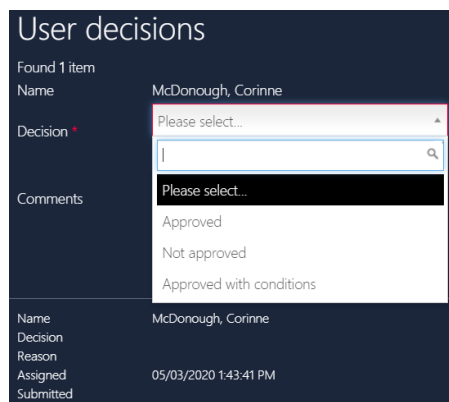
Click 'Save' within the wizard.

### Step 8



View and manage the decision.

*NOTE: Click where your name appears to finalise the decision. The below screen will appear for you to select a decision.*



*Decision outcomes are described on page 1.*

Ethics applications can now progress to the next section of this document 'Processing the Decision'.

RGO recommendation: To add a review document or brief upload by clicking on 'Choose Files'

Click 'Save' in the wizard.

Site applications, the 'CE/Delegate Decision' will appear automatically on completion of the RGO recommendation.

Add a User for the 'CE/Delegate Decision'



Select 'Edit item' and repeat **Step 7**. The User is the CE or delegate.

If you want the CE to see any notes on the front page of the decision, make them in the notes section.

If you are the CE/Delegate repeat **Step 8** and progress to 'Processing the Decision'.

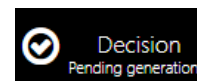
If you are not the CE/Delegate then a system generated email will be sent to the selected user. After the CE has made a decision progress to 'Processing the Decision'.

## Processing the Decision

In REGIS, 'processing the decision' means sending the formal approval/authorisation email to the research applicant.

### Step 1

When the decision has been made and saved, select the check mark icon that appears on the right-hand side of the screen.



*NOTE: if the check mark icon does not appear refresh your screen.*

### Step 2 Manage approved documents (appearing on email)

The documents selected/deleted here will be recognised by the system as the "Approved" documents. They will be:

- Added to the automatically created .zip send to CPI/PI and admins.
- Automatically shared with related applications/projects (sites) in the internal portal
- Automatically made visible to the applicant in the external portal.

Click on the 'Decision Pending generation' icon to go to the 'Process decision page'.

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

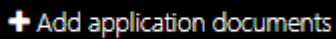
The list of documents will that appear are the documents associated with the application version that is being approved.

#### Application documents

Remove any document that should not be “approved” by using the delete icon.



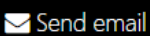
If you would like to add any documents that are not listed use the

 + Add application documents

button and search

### Step 3 Create email

Select 'Send Email' at the top of the screen

 Send email

An email template will appear for review and completion.

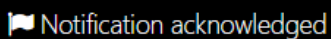
Update the email template as required.

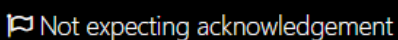
Ensure that the list of documents are in a format that would be recognisable to other research offices/jurisdictions.

When the email is ready click 'send'.

### Step 4

Once you hit 'send', two more options appear at the top of the screen. Select the option that matched your office requirements.

 Notification acknowledged

 Not expecting acknowledgement

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