

QUICK REFERENCE GUIDE

FOR HEADS OF DEPARTMENT

Providing Declarations of Support

What is a Declaration of Support?

A declaration of support indicates endorsement of a site application before it can be submitted for review by the Research Governance Officer (RGO) and authorisation by the Chief Executive (CE).

This process is completed electronically in REGIS. Wet ink signatures are no longer accepted.

Head of Department Responsibilities

The Head of Department (HOD) has responsibility for the operational and financial management of the department or service that is proposed for the project.

The Principal Investigator (PI) must discuss the proposed research project and its resource implications with any HOD (or divisional director or other authority) responsible for the department or service.

The HOD will be asked to confirm support with a declaration that:

- ❖ There are suitable and adequate facilities and resources for the project to be undertaken or to use the services of the proposed department, and they are available for the duration of the project

- ❖ The project has been costed appropriately and there are sufficient funds to cover the costs of conducting or accessing the services for the research within the given department
- ❖ If the HOD is either the PI or a member of the research team, the declaration must be obtained from the HOD's manager or a suitable alternative.

Heads of Department/s (HODs) will review a Site Application and notify the PI of the outcome of their review (through REGIS). The outcome will be:

- ❖ able to undertake the investigations/services
- ❖ able to perform the investigations/services indicated, if the following financial assistance is provided
- ❖ unable to undertake the investigations/services indicated, on the following grounds

REGIS will send a communication to the PI when all HODs have made a decision.

ABLE TO UNDERTAKE THE INVESTIGATIONS/ SERVICES

If the head of department classifies an application as 'Able to undertake....' they are indicating their approval for the project to go ahead. There are no conditions on this decision.

ABLE TO PERFORM THE INVESTIGATIONS/SERVICES INDICATED, IF THE FOLLOWING FINANCIAL ASSISTANCE IS PROVIDED

This option should only be selected if the application DOES NOT already include the additional details in the application or supporting documents.



If the additional support comment would be "financial support as noted in the quote/budget/CTRA" use the Able to Undertake option and make additional comments in the section available.

If the Head of Department classifies an application as 'Able....if the following...is provided' it implies in principle support, once additional requirements have been met. The HOD should specify these requirements in REGIS so they can be addressed by the Principal Investigator.

The PI will address any requirements and show evidence to the RGO with submission documentation (in REGIS).

The application will not be re-submitted to the HOD.

UNABLE TO UNDERTAKE THE INVESTIGATIONS/SERVICES INDICATED, ON THE FOLLOWING GROUNDS

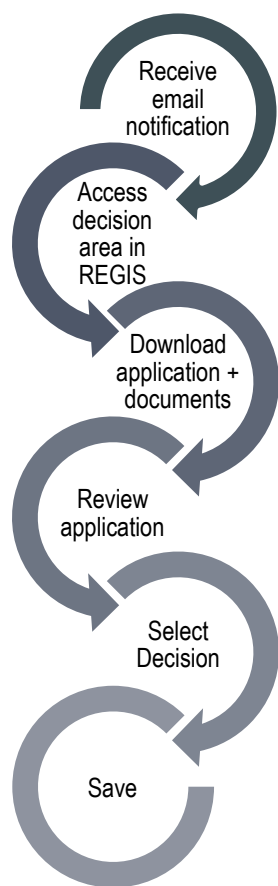
The Head of Department can also classify an application as 'unable to undertake...'. In this instance the PI may discuss this decision directly with the

HOD or the RGO/research administrator.

They will need to determine whether an alternate department HOD is more appropriate, if the STE can still proceed without this support or whether the application cannot proceed at the nominated site.

How does it work in REGIS?

The following diagram is an overview of the Declaration of Support process in REGIS.



How to provide a Declaration of Support in REGIS?

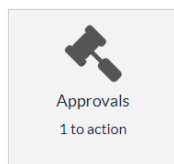
Step 1

You should receive an email which will provide you with a direct link into the decision details of the STE that you have

been asked to support. If you are accessing via the email, once you have logged in you can jump to **Step 4**.

Step 2

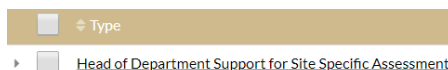
If you are logging into REGIS home page, you will see the approvals icon under the "Your activities" section on the home page.



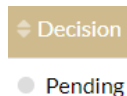
This will take you to the approvals page.

Step 3

Click on the Application that you intend to review.

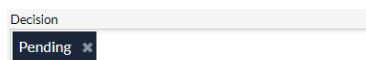


Decisions in the status of 'Pending' identify the applications requiring review.



Order the decision status list by clicking on the column heading.

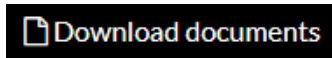
Filter for only 'Pending' decisions by using the search filter and selecting Pending in the Decision drop down menu



Step 4.

You are presented with the application details such as the Title, Application Identifier, Application Type and the support request of the applicant.

To download the application form and related documents click on the Download documents button to the right of the screen



Step 5

Select your decision from the dropdown (see descriptions above) and provide any comments in the free text field below.

Once you have selected your decision and added your comments, click on Save. **Save**

A system notification will appear.



The approval homepage will update to show the outcome.

- able to perform the investigations/services indicated, if the following financial assistance is provided
- unable to undertake the investigations/services indicated, on the following grounds
- able to undertake the investigations/services

Reminder Notifications

REGIS will send reminder notifications as designated time points if a decision remains Pending.

- Pending

What next?

The decision and any comments made will be visible to the Researcher Applicant and the Research Office.

Once all Head of Department decisions have been made for the application an email will be automatically sent to the Research Applicant.

Return to the decision page to make another HOD decision or log out.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447