



QUICK REFERENCE GUIDE

FOR HEADS OF DEPARTMENT

# Providing Declarations of Support

## How to Provide Declaration of Support from your email

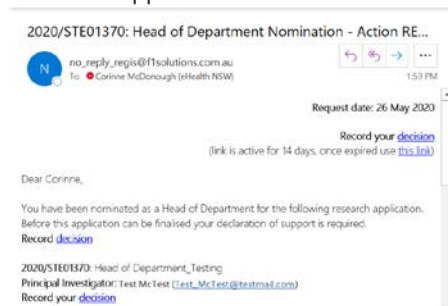
- ❖ Click [here](#) to see How to Provide Declaration of Support in REGIS.
- ❖ Click [here](#) for information regarding What is a Declaration of Support?
- ❖ Click [here](#) for information regarding Head of Department Responsibilities.

The recent enhancement to the HOD Declarations of Support allows the HOD to review and record their decision via the HOD notification email without logging in to REGIS. This is done by using the links provided in the email which will take them straight to a decisions page, as well as another link which will download the application form and related documents for easy review.

This enhancement also provides improved user functionality on mobile phones.

### Step 1

You will receive an email which provides you with a direct link to record your decision of the STE that you have been asked to support.



### Step 2

To download the application form and related documents click the 'download documents' link in the email, a zip folder will download and pop up in a separate browser. You can then open the folder or save it to your desktop.

Click here to [download documents](#)

### Step 3

Review the declaration and then select the 'record decision' link which will take you directly to the decisions page in REGIS.

Declaration  
I declare that:

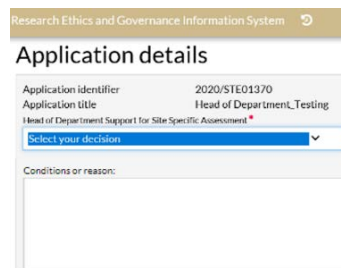
1. I am not a member of the the project team in any capacity
2. I have read the relevant project documents to inform my knowledge of the proposed research and its potential impact for WMD - General Manager
3. I have discussed this research project and the resource implications for WMD - General Manager with the principal investigator Test McTest

and,  
the request for the following people, service/s and/or investigators requested:  
Testing purposes.  
is:  
[record decision](#)

**NOTE:** There are multiple 'Record your decision' and 'Record decision' links throughout the email, clicking any will take you directly to the decisions page in REGIS.

### Step 4

Select the appropriate decision from the dropdown menu and list any conditions, reasons or any other necessary information and then click [Save](#)



A system notification



will appear notifying you that your decision has been saved and you are no longer able to edit the decision.



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

## How to provide a Declaration of Support in REGIS

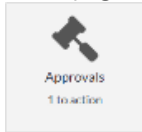
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**Step 1**

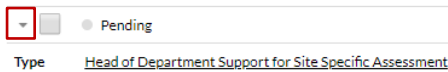
You will receive an email which provides you with a direct link to record your decision of the STE that you have been asked to support.

**Step 2**

Log in to REGIS, you will see the 'Decisions' icon at the top of the page or the approvals icon under 'Your activities' at the bottom of the page. Both will take you to the approvals page.

**Step 3**

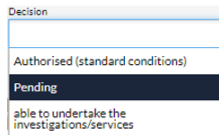
Click on the triangle next to the application that you intend to review and then click on the underlined heading.



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

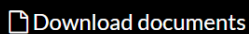
Order the decision status list by clicking on the column heading and use the search bar.

Filter for only pending decisions by selecting 'Pending' in the Decision dropdown menu

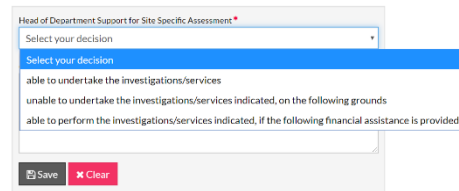
**Step 4.**

You are presented with the application details such as the Title, Application Identifier, Application Type, Created/Modified Date, Version, Organisation, Application Owner, CPI and the support request of the applicant.

To download the application form and related documents click the 'Download documents'. A zip folder containing the documents will download at the bottom of the screen.

**Step 5**

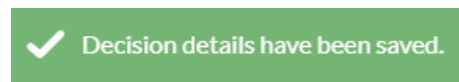
Select your decision from the dropdown



Provide any comments in the free text box 'Conditions or reason'.

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

**What is a Declaration of Support?**

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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

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- ❖ 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 an email to the PI when all HODs have made a decision.

#### **ABLE TO UNDERTAKE THE INVESTIGATIONS/ SERVICES**

If the HOD 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**

If the HOD 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 HOD 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 HOD is more appropriate, if the STE can still proceed without this support or whether the application cannot proceed at the nominated site.

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