Ethics Amendment – Responding to an Information Request

How does it work in REGIS?

If you receive an email notification indicating an Amendment requries changes before it can be approved, the form will have changed to the status

● Information Required

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.

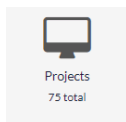### Step 2: Locate Ethics Project

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

Projects
75 total

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 and locate the 'Information Required' amendment form and click to open.

Make any changes to the form as requried.

3A. To update a document submitted with the amendment

Under 'Upload as a new version' select Yes or No as appropriate.

Yes indicates that you are uploading a new version of an existing document in the system. Selecting **No** indicates that you are uploading a new document, one that has not previously been submitted.

When **Yes** is selected, the document will appear in the 'Document title/Descriptor' drop-down menu and once selected, the 'Document Filename' will auto-populate.

Version Date

2 12/08/2020

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

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

Clear content selection
(Questionnaire.docx)
[Open]

Maximum file size is 20.00 MB

Click 'Upload New' and select the document and then 'Start upload'.

When **No** is selected, you will need to provide a 'Document Title/Descriptor', ensure it is clear and detailed as this is what will appear on the approval decision notification. There is no character limit in this section. Select the document 'Type', provide the 'Version' and 'Date' and upload the document, as described above.

Step 4. Declaration

Only the CPI can submit the updated amendment.

Tip: 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 have changed to ● Information Provided

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 ammendment will either be approved, not approved or there will be a request for futher information.