



QUICK REFERENCE GUIDE



Completing a Review

FOR HREC MEMBERS

Accessing Meeting Papers

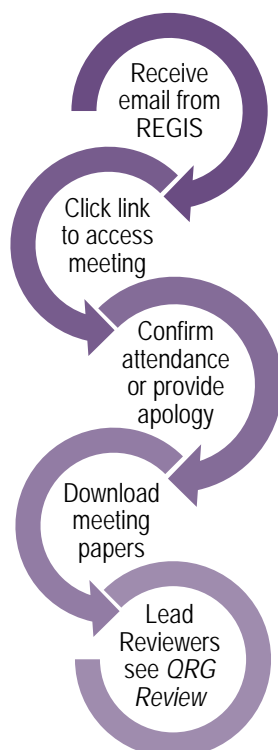
How does it work in REGIS?

The Research Office (RO) will create a meeting in REGIS. They will add new applications, amendments, milestones and any other business and documents to be considered at the meeting.

The RO will alert members that the meeting papers are available to view by sending out an email notification.

How does it work in REGIS?

The following diagram is an overview of the how a HREC or meeting attendee can access meeting papers in REGIS.



Access the meeting

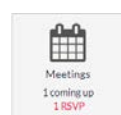
Step 1

You will receive an email which will provide you with a direct link into the details section of the meeting to which you have been invited.

If you are accessing via the link in the email, then you may jump to directly to **Step 4**.

Step 2



If you are logging into REGIS Home page, 'Your activities' will indicate if any meetings are upcoming or any RSVP's are pending.



Click the 'Meetings' icon and the Meetings page will open.

Meetings

This page shows all meetings that have been assigned to you.

Below are your meetings. Click the link to open your meetings.	
 Download	 Export CSV
Show	10 entries
Title	Identifier
<input type="checkbox"/> RR2 Meeting	000822
<input type="checkbox"/> Rapid Release 4	000824
<input type="checkbox"/> patrick regression rapid release 2 meeting 2	000821

Hint: Click on the checkbox next to the meeting and select download for a .zip file.

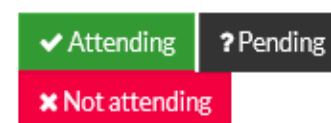
Confirming your attendance

Step 3

Indicate if you will be attending the meeting. If your availability changes before the meeting you can change your

Your attendance

Your attendance is currently noted as 'Pending'. To change your attendance use the buttons below.



response by returning to this section and selecting again

Note: You will receive a pop-up notification once your decision is made.

Access meeting details and papers

Note: If you clicked the link via email this will bring you to the same place

Step 4




















The meeting details will appear with



the meeting identifier, meeting date, meeting type and your application roles (lead reviewer and/or HREC member)

Meeting details	
Identifier	000064
Date	06/11/2018 3:00 PM
Type	HREC - Greater Western HREC
Your application roles	Lead Reviewer(1)

Click on each icon in the left-hand menu to see all items associated with the meeting.

 Meeting details	Meeting date, time, type and any application roles allocated. Ability to indicate your attendance or apology.
 Attendees	Invited attendees and attendance.
 Meeting Documents & Other Business	Agenda, minutes and other business.
 Applications (not grouped)	New or resubmitted applications.
 Application - New	Applications being seen for the first time by the committee.
 Application - Response (grouped)	Applications being seen by the committee after further information has been provided by the applicant.

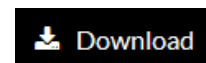
 Forms (not grouped)	New or resubmitted Amendments and/or Safety Notifications
 Amendment - New	An amendment being seen by the committee for the first time.
 Amendment - Response (grouped)	An amendment being seen by the committee after further information has been provided by the applicant
 Safety Notification - New	A safety notification being seen by the committee for the first time.
 Safety Notification - Response	A safety notification being seen by the committee after further information has been provided by the applicant
 Projects	Approved studies being submitted to the committee for review.
 Milestones (not grouped)	New or resubmitted Annual and Final reports
 Annual Report - New	Annual reports being seen for the first time by the committee.
 Annual Report - Response (grouped)	Annual reports being seen by the committee after further information has been provided by the applicant.
 Final Report - New	Final reports being seen for the first time by the committee.
 Final Report - Response (grouped)	Final reports being seen by the committee after further information has been provided by the applicant.

 Other Notifications (not grouped)	Other documents submitted by a researcher for review
 General Correspondence (not grouped)	Other documents considered "general correspondence" submitted for review

Step 5

Download Application documents (if you haven't already done so at Step 2)

To download papers assigned to a specific application or all applications, tick the checkbox next to the application/s and click the download button.



Click to download documents

A temporary zip file will download. You can save the documents to your device.

Step 6

Using the same process described in Steps 4-5 download any other papers for the meeting.

Note: If you would prefer to download a single zip file with all meeting papers and document see step 2

Submitting a lead review prior to meeting

If you have been allocated as a lead reviewer (next to an application) and are expected to submit a review prior to the HREC meeting. You may have been sent an additional email through REGIS. If so you should follow the directions provided in the following document.

❖ **Quick Reference Guide - HREC Member - Reviewing an Application in REGIS**

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447