Withdrawing an Application in REGIS

In REGIS only the Coordinating Principal Investigator (CPI) can withdraw an Ethics application and the Principal Investigator (PI) can withdraw a Site application.

Ethics and Site applications can be 'Withdrawn by Applicant' any time prior to the applications being approved and/or authorised.

Delete Application

Applications that **have not** been previously submitted, are in the status of 'In Progress' with the 'Version' showing as 1.00. Deleting an application will remove it from the applicants view and it will no longer exist in REGIS.

Delete In-Progress Application

Applications that **have** been previously submitted will have the status of 'In Progress' with the 'Version' showing as 1.01 (depending on how many new versions were created). Deleting the 'In-Progress' version will revert the application back to the previous version and status.

Withdraw Application

You can withdraw applications that have been submitted, that are not 'In Progress', 'Approved' or 'Authorised', and will not be reviewed by the Research Office. If an Ethics application is withdrawn, associated Site applications also need to be withdrawn.

Resubmitting a withdrawn application requires a new Project Registration, Ethics and Site Applications to be completed.

Note: An application that has not been submitted can be deleted (not withdrawn)

Statuses Where an Applicant Cannot Withdraw an Application

When an application is with the Research Office for review, i.e. 'Information Provided', 'Submitted' or 'Assigned to Meeting', only the Research Office can be able to withdraw the study.

Step 1

Log in to the REGIS home page and click on the 'Projects' icon.

This icon takes you to the **Projects Home** page where you can view all projects. A list of all applications will appear by Title and Identifier (PID).

Select the project from the list.

Step 2 Locate the application

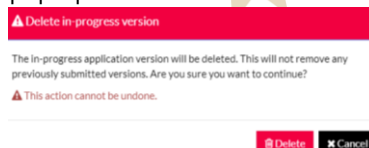The **Applications** tab will show a list of the ethics and governance applications associated with the project.

Step 3

Select the [icon] icon next to the application you wish to withdraw.

If the application is in the status of 'In Progress' and has previously been submitted, select 'Delete in-progress version'. If you can see 'Withdraw application' instead, jump to **Step 5**
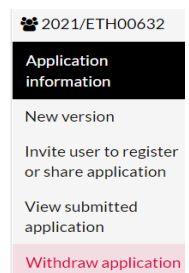

Step 4

A warning message will pop-up. Click 'Delete'

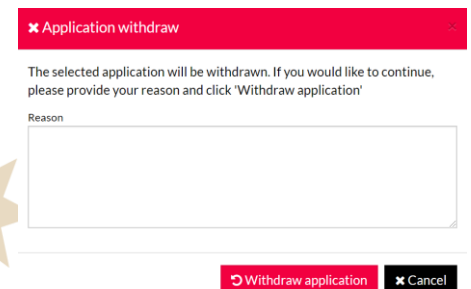The application will now revert to the previous version and status.

Step 5

Click anywhere on the study row of the application you wish to withdraw (except the identifier) to expand the row.
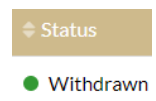
Click 'Withdraw application'

Step 6

A warning message will pop-up. Select 'Withdraw application' and provide a reason.

Step 7

The application will now show a status of 'Withdrawn'.

Step 8

If the first application withdrawn was an Ethics (ETH) application, all Site (STE) applications will also be withdrawn.