



Site Amendment – Responding to a More Information Required Request

How does it work in REGIS?

The Principal Investigator (PI) and Administration contact(s) will receive an email indicating an amendment requires more information. The system will create a 'More Information Required – RGO Approval' form which contains a large free text box to answer questions with a row to upload documents as appropriate. The PI or their delegate(s) will be able to edit and submit this form.

Replying to a 'More Information Required' Request

Step 1. Update documents

If you have been asked to amend or update documents, this should be completed outside of REGIS. Ensure you update the version and date in the document footer.

Step 2: Locate Site (STE) Project

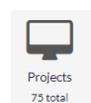
Accessing from email link

Click on the link from the system generated email.

Progress to **Step 3: Access the More Information Form**

OR

Accessing from REGIS homepage



Click the 'Projects' icon to see all projects.

Click the Project 'Identifier' then on the Site (STE) identifier

Step 3. Access the More Information Required Form

Click on 'Forms'

Applications Details **Forms** Milestones

Locate the 'More Information Required – RGO Approval' form; click to open it.



Provide the required information and upload any supporting documents, as necessary.

3A. To update a document submitted with the amendment

Under 'Upload as New Version', select Yes to upload a new version of a document already in the system or No to upload a new document that does not exist in the system. If you select Yes, then the document will appear in the 'Document title/Descriptor' drop-down menu and once selected, the 'Document Filename' will auto-populate.

New Document Title: Provide the document name with the new version and new date of the document if they exist (normally listed in footer).

New Document Title*

Drag and drop (or search) to upload document.

If No is selected, ensure that you provide a clear and detailed document title, including the version and date if they exist, as this is what will appear on the

approval decision notification. There is no character limit in this section.

Select the appropriate 'Document Type' and upload the new file.

Step 4. Declaration

The PI or their delegate(s) can submit the form. If you do not have access to submit, save the form, and notify the PI or delegate that it is ready for submission.

Once the 'More Information Required – RGO Approval' form is submitted, you will be taken back to the forms page of the Site project.

The status of the form will now have changed to 'Submitted'.

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 response to the 'More Information Required – RGO Approval' request will be received by the Research Office managing the Site application.

Once reviewed, you will receive notification via a system generated email. The Site amendment will either be approved, not approved or there will be a request for further information.