QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

Creating Home Page Tiles

Introduction

Home page tiles allow you to quickly navigate to areas of REGIS you most frequently work in. A homepage tile should identify an incoming action for the research office.

Home page tiles provide a snapshot. They provide an alternate method to identify application/project is to use the application/project search functions in REGIS.

There are 8 tile options: **Activity, Application, Decision, Document, Forms, Milestone, Review and Task.** Each tile can be created multiple times with the title and filter changed to describe the action of the tile. The sorts of functions that can be accessed under each type of tile are described in the next column.

Activity: This tile relates to activities in the system i.e. Approval, Meeting, Task, and the type of activity i.e. Application, Form, Review.

Application: Initial submission to approval/authorisation is managed in the application.

Decision: This tile can be used to filter decision outcomes for applications, projects, documents, forms and milestones. There are no Decision tiles in the suggested home page, this tile will be used at the Research Office's discretion.

Document: This tile can search for all related document types.

Forms: This tile is used to access forms that are submitted as part of the post approval management of an application i.e. amendments and safety notifications.

Milestone: This tile is used for progress reports for Ethics and progress report external HREC, final report external HREC, first patient in and certificate of currency for Governance.

Review: This tile is used to identify when a review has been submitted to the Research Office.

Task: This tile shows all tasks for the Research Office. Tasks can be system generated i.e. Approver B, or manually created by users.

The next section will describe several tile options, some of which are directly related to the *Setting up a Home Page QRG* and are identified by *

Tip: Depending on the size and resolution of your screen, 8-10 tiles will be visible on your REGIS home page. Creating further tiles means you will need to scroll down your page to see them.

If you select a width or height greater than 1 x 1, this will take up more space on your screen.

When a tile does not specify Ethics or Site in the screenshot, either can be selected. Selecting no program will identify Ethics and Site applications.

Add User

Research Offices have the option to filter applications, projects and activities assigned to themselves or other team members in their office in the 'Activity' and 'Application' homepage tiles.

Select the 'Add user(s)' icon on the Activity or Application homepage tile you want to filter and then search for yourself in the 'User' pop-out panel on the right-hand side of the screen.

This will filter applications, projects or activities that have been assigned to yourself in the tile selected.

You can add multiple team members using this filter on the homepage tiles. This functionality will eliminate the need for personalised tags which have the potential to cause issues later.

Tip: You can see who has been assigned to an application on the summary page under 'Responsible users'.

Pre-Approval/Authorisation

Application Tile

Used during pre-approval application management. The different types of tiles created with the 'Application' tile are described below.

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Submission Type: Use this filter to see either initial applications or resubmitted applications.

Submitted Only: Use this to filter out applications that have been submitted once or multiple times. It is recommended to always use 'No' as the response due to further enhancements of the home page negating this filter option.

Status: Select one or multiple.

With Tags: A Research Office can assign custom tags (already in the system) to an application and this filter will show applications that have those tags.

Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to an application and this filter will show applications that do not have those tags.

Classifications: On completion of Project Registration (PID), HREA and Site applications have certain categories applied to the application i.e. Study Type, adding a classification will further customise the search.

Decision Status: Use this to identify when an application approval decision notification email has not yet been sent.

Sort Order: Select how you want to sort by.

Sort By: Select what you want to sort by.

Unassigned Only: Use this filter to search for unassigned applications only by selecting 'Yes'.

Unassigned Only: Use this filter to search for unassigned applications only by selecting 'Yes'.

Add User

Utilise the 'add user' filtering functionality to further customise your application tiles. In the example on the left, the 'New STE' Application tile only shows applications that have been assigned to the users indicated (hover over the 3 people icon to see the name of the user/s). _By assigning applications to yourself, you do not need to add tags to applications as this functionality replaces that._

Completed Pending HOD* (Governance Applications Only)

This tile can be created to see a site application that has been submitted to the Head/s of Department for their support.

Edit dashboard tile

Title	Completed Pending HOD
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Site ✖
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Completed pending HOD ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

HOD Not Supported (Governance Applications Only)

This title can be created to see a site application that is currently with the researcher to action as one or more HODs have indicated that the application is not supported.

Note: If **ALL** HODs have made the decision to support the application, it will then automatically submit to the Research Office and will have the status 'Submitted'.

Edit dashboard tile

Title	HOD Not Supported
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Site ✖
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	HOD Not Supported ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

New Application* (Ethics and Governance Applications)

This tile can be created to see a new application that can be considered for eligibilty.

Edit dashboard tile

Title	New Application
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Submitted ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Eligible* (Ethics and Governance Applications)

This tile can be created to view applications that have received an eligibility reiew and can progress to the next review process i.e. assigned to a meeting, assigned to a review, RGO review etc.

Edit dashboard tile

Title	Eligible
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Eligible ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Ineligible (Ethics and Governance Applications)

This tile can be created to view applications that have received an eligibility review but are not eligible to proceed, the applicant needs to submit a new version of the application and/or associated documents.

Once the application owner starts working on the application, the status will change from 'Ineligible' to 'In Progress' and will no longer appear in this tile.

Edit dashboard tile

Title	Ineligible
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Ineligible ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Valid* (Governance Applications Only)

This tile can be created to view applications that have received an elibility review and can progress to the next review process i.e. assigned to a meeting, assigned to a review, RGO review etc. **BUT** have not yet receiced Ethics approval.

Edit dashboard tile

Title	Valid (Pending Ethics Approval)
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Valid ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Assigned to Meeting (Ethics Application Only)

This tile can be created to view applications that have been assiged to a meeting. This could be a Full HREC meeting, Specialist Subcommittee meeting or Other meeting.

Note: If you assign an application to a meeting and then to a review, the 'Under Review' status overrides the 'Assigned to Meeting' status, meaning the application will no longer appear in this tile.

Edit dashboard tile

Title	Assigned to Meeting
Display	Detail ▾
Width *	1 ▾
Height *	1 ▾
Portfolio	Please select... ▾
Program	Please select... ▾
Round	Please select... ▾
Submission type	Please select... ▾
Submitted only	No ▾
Status	Assigned to meeting ✖ ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Classification	Please select... ▾
Decision status	Please select... ▾
Sort order	Ascending ▾
Sort by	Date modified ▾
Unassigned only	Please select... ▾

Assigned to a Review (Ethics Applications Only)

This tile can be created to view applications that have been assigned to be reviewed.

Edit dashboard tile

Title	Under Review
Display	Detail ▾
Width *	1 ▾
Height *	1 ▾
Portfolio	Please select... ▾
Program	Please select... ▾
Round	Please select... ▾
Submission type	Please select... ▾
Submitted only	No ▾
Status	Under Review ✖ ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Classification	Please select... ▾
Decision status	Please select... ▾
Sort order	Ascending ▾
Sort by	Date modified ▾
Unassigned only	Please select... ▾

Information Provided* (Ethics and Governance Applications)

This tile can be created to view when a response to a request for more information has been submitted.

Edit dashboard tile

Title	Information Provided
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Information provided ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Pending CE* (Governance Applications Only)

This tile can be created to view applications that have received an RGO recommendation, are pending CE/Delegate review and have note yet received Governance authorisation.

Edit dashboard tile

Title	Pending CE
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Pending CE ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Approved/Authorised – Pending Decision Email* (Ethics and Governance Applications)

This tile can be created to view applications that have a decision of 'Approved' or 'Authorised' (including with conditions) where the decision notification has not yet been sent.

Edit dashboard tile

Title	Approved/Authorised Pending Decision Emai
Display	Detail
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Submission type	Please select...
Submitted only	No
Status	Approved (Pending Decision Email) ✖ Approved with conditions (Pending Decision Email) ✖ Authorised (Pending Decision Email) ✖ Authorised with Conditions(Pending Decision Email) ✖
With tags	Please select...
Without tags	Please select...
Classification	Please select...
Decision status	Please select...
Sort order	Ascending
Sort by	Date modified
Unassigned only	Please select...

Review Tile

Used during pre-approval application management.

Edit dashboard tile

Title	Review
Display	Table
Width *	1
Height *	1
Review entity	Please select...
Portfolio	Please select...
Program	Please select...
Round	Please select...
Reviews submitted in last (days)	0
Sort by	Current due date

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Review Entity: This field refers to the Application.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Reviews Submitted in Last (Days): The action will remain in the tile based on the number of days entered here. It is recommended that you keep this number as low as practical.

Sort By: Select what you want to sort by.

Review Submitted* (Ethics Applications Only)

This tile can be created to view when a review has been completed against an application.

Edit dashboard tile

Title	Review Submitted
Display	Table
Width *	1
Height *	1
Review entity	Please select...
Portfolio	Please select...
Program	Please select...
Round	Please select...
Reviews submitted in last (days)	365
Sort by	Submitted date

Pre and Post Approval/Authorisation

Task Tile

Used during pre-approval application management and post approval project management.

Edit dashboard tile

Title	Task
Display	Table
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Sort by	Current due date
Sort order	Ascending

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Sort Order: Select how you want to sort by.

Sort By: Select what you want to sort by.

My Tasks* (Ethics and Governance Applications)

This tile can be created to view any task that has been assigned to you or your team. Tasks can be assigned manually by yourself or other REGIS users i.e. Eligibility Approver B and are also created by the system.

Tasks may also be used during post-approval.

Edit dashboard tile

Title	My Task
Display	Table
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Sort by	Current due date
Sort order	Ascending

Activity Tile

Used during pre-approval application management and post approval project management. If you have an 'Activity' tile that you use and highly recommend, let the eHealth REGIS team know! REGIS@health.nsw.gov.au

Activity: Select the type of activity you wish to filter e.g. Meeting, Review etc.

Enable New Task Button: Selecting Yes will allow you to create a new task or edit a task listed in this tile.

Show Only Current User Data: Selecting Yes will only show current user data.

Risk Associated With: This will show you risks associated with risk type selected *(option only available for Risk Activity)***.**

Decision Associated With: Displays the decisions associated with the type selected *(option only available for Risk Activity).*

Issue Associated With: Displays the issues associated with the type selected *(option only available for Issue Review).*

Review Item Type: Displays the reviews associated with the type selected *(option only available for Issue Review).*

Activities (Ethics and Governance)

This tile can be created to view any overdue, due, pending activities or activities without dates that are assigned to you or a member of your Research Office.

Activities can be both pre-approval and post-approval.

Decision Tile

Used during pre-approval application management and post-approval management.

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Decision Type: Select one or multiple decision types.

Applies To: Select what application, application document, application related form, project, project document, project related form or project milestone that corresponds to the 'Decision Type' selected.

Assigned To: Type in the username and a dropdown will appear.

Outcome: Select the outcome you want to filter by.

Successor Outcome: Select the successor outcome you want to filter by.

Sort Order: Select how you want to sort by.

Sort By: Select what you want to sort by.

Site Amendment (Governance Project) *

Create this tile to filter Site Amendments requiring RGO review

Edit dashboard tile

Title	Site Amendment - Submitted
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Decision type	RGO amendment review ✖ ▼ RGO review of change of personnel ✖
Applies to	Please select... ▼
Assigned to	Please select... ▼
Outcome	Pending ✖ ▼
Successor outcome	Please select... ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Site Amendment/Safety Report – RFI Received (Governance Project)

This tile can be created to filter for request for information received for Site Amendments and Safety Reporting.

Edit dashboard tile

Title	Site Amendment/Safety - Info Provided
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Decision type	RGO review of a More information required form ✖ ▼ RGO review of a more information required form - change of personnel ✖ RGO review of a more information required form - RGO Approval ✖
Applies to	Please select... ▼
Assigned to	Please select... ▼
Outcome	Pending ✖ ▼
Successor outcome	Please select... ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Site Annual Report Submitted (Governance Project) *

This tile can be created to filter progress reports pending RGO review

Edit dashboard tile

Title	Site Progress Report - Submitted
Display	Table
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Decision type	RGO review of a progress report ✖
Applies to	Please select...
Assigned to	Please select...
Outcome	Pending ✖
Successor outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Site Annual Report - RFI Received (Governance Project)

This tile can be created to filter for requests for information received for Site Annual Reports.

Edit dashboard tile

Title	Site Progress Report - Info Provided
Display	Table
Width *	1
Height *	1
Portfolio	Please select...
Program	Please select...
Round	Please select...
Decision type	RGO review of a more information required form - progress report ✖
Applies to	Please select...
Assigned to	Please select...
Outcome	Pending ✖
Successor outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Milestones - CoC - Submitted and Resubmitted (Governance Project)

This tile can be created to filter for the Governance Milestone Certifcate of Currency requiring review by the RGO.

Edit dashboard tile

Title	Site Certificate of Currency - Submitted/Resu
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Decision type	RGO review of Certificate of Currency ✖ ▼
Applies to	Please select... ▼
Assigned to	Please select... ▼
Outcome	Pending ✖ ▼
Successor outcome	Please select... ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Site SSI Notification and Local Safety Reporting (Governance Project)

This tile can be created to filter for SSI notifications that have been reviewed by HRECs within REGIS and Local Safety Reporting, requiring RGO review.

Edit dashboard tile

Title	Site Safety Reporting - Submitted
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Decision type	RGO review of a local safety event ✖ ▼ RGO review of a safety report ✖
Applies to	Please select... ▼
Assigned to	Please select... ▼
Outcome	Pending ✖ ▼
Successor outcome	Please select... ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Document Tile

Used during pre-approval application management and post-approval management.

Edit dashboard tile

Field	Value
Title	Document
Display	Table
Width *	1
Height *	1
Related to	Application
Submission type	Please select...
Only not associated to meetings	No
Document type	Please select...
Portfolio	Please select...
Program	Please select...
Round	Please select...
With tags	Please select...
Without tags	Please select...
Sort by	Date modified
Sort order	Ascending

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Related To: Select 'Application' (submission to approval/authorisation) or 'Project' (post approval/authorisation.

Submission Type: Use this filter to see either initial applications or resubmitted applications.

Only Not Associated to Meetings: Use this filter to see only documents not associated with meetings.

Document Type: Select one or multiple document types.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

With Tags: A Research Office can assign custom tags (already in the system) to a document and this filter will show documents that have those tags.

Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to a document and this filter will show documents that do not have those tags.

Sort By: Select what you want to sort by.

Sort Order: Select how you want to sort by.

Documents (Ethics and Governance Applications)

This tile can be used to filter out specific documents that appear in the 'Related Documents' section of applications and projects.

See example of document selection:

Document type	
	Clinical Trial Agreement - Medicines Australia (CTRA) ✖
	Clinical Trial Agreement - MTAA Clinical Investigation agreement ✖
	Clinical Trial Agreement - Other, non-standard ✖

Forms Tile

Used during pre-approval application management and post-approval management.

Edit dashboard tile

Title	Forms
Display	Table
Width *	1
Height *	1
Status	Please select...
Form name	Please select...
With tags	Please select...
Without tags	Please select...
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Status: Select one or multiple.

Form Name: Select the type of form.

With Tags: A Research Office can assign custom tags (already in the system) to a form and this filter will show forms that have those tags.

Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to a form and this filter will show forms that do not have those tags.

Assigned to Meetings: Use this filter to see only documents associated with meetings.

Email Sent: Use this filter to where an email has been sent from i.e. meeting, decision screen.

Decision Outcome: Select decision outcome.

Sort By: Select what you want to sort by.

Sort Order: Select how you want to sort by.

Tip: When using the form tile to look for Requests for Information Provided, you will be taken directly to 'Related Forms'. If you want to be taken to 'Decisions', create a Request for Information Provided Decisions tile.

New Amendment (Ethics Project Only)

This tile can be created to view any new amendment requests submitted.

Ethics amendments; General Amendment, Request for Extension of HREC Approval, Addition of a New Site and Change in PI/CPI.

Edit dashboard tile

Title	Ethics Amendment - Submitted
Display	Table
Width *	1
Height *	1
Status	Submitted ✖
Form name	Notification of an amendment to a rese...
With tags	Please select...
Without tags	Please select...
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Amendment RFI Received (Ethics Project Only) *

This tile can be created to view information provided for an amendment.

Edit dashboard tile

Title	Ethics Amendment - Info Provided
Display	Table
Width *	1
Height *	1
Status	Information Provided ✖
Form name	Notification of an amendment to a rese...
With tags	Please select...
Without tags	Please select...
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

SSI and Serious Breach Notification - Safety Reporting to HREC (Ethics Project Only)

These tiles can be created to view any SSIs or Serious Breach Notifications.

Edit dashboard tile

Title	Ethics SSI - Submitted
Display	Table ▾
Width *	1 ▾
Height *	1 ▾
Status	Submitted ✖ ▾
Form name	Significant Safety Issue Notification ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Assigned to meeting	Please select... ▾
Email sent	Please select... ▾
Decision outcome	Please select... ▾
Sort by	Date modified ▾
Sort order	Ascending ▾

Edit dashboard tile

Title	Ethics Serious Breach - Submitted
Display	Table ▾
Width *	1 ▾
Height *	1 ▾
Status	Submitted ✖ ▾
Form name	Serious Breach Notification form (third p... ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Assigned to meeting	Please select... ▾
Email sent	Please select... ▾
Decision outcome	Please select... ▾
Sort by	Date modified ▾
Sort order	Ascending ▾

SSI and Serious Breach Notification – Information Provided (Ethics Project Only)

These tiles can be created to view any SSIs or Serious Breach Notifications where information has been requested and provided.

Edit dashboard tile

Title	Ethics SSI - Info Provided
Display	Table ▾
Width *	1 ▾
Height *	1 ▾
Status	Information Provided ✖ ▾
Form name	Significant Safety Issue Notification ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Assigned to meeting	Please select... ▾
Email sent	Please select... ▾
Decision outcome	Please select... ▾
Sort by	Date modified ▾
Sort order	Ascending ▾

Edit dashboard tile

Title	Ethics Serious Breach - Info Provided
Display	Table ▾
Width *	1 ▾
Height *	1 ▾
Status	Information Provided ✖ ▾
Form name	Serious Breach Notification form (third p... ▾
With tags	Please select... ▾
Without tags	Please select... ▾
Assigned to meeting	Please select... ▾
Email sent	Please select... ▾
Decision outcome	Please select... ▾
Sort by	Date modified ▾
Sort order	Ascending ▾

Milestone Tile

Used during post-approval management.

Edit dashboard tile

Title	Milestone
Display	Table ▾
Width *	1 ▾
Height *	1 ▾
Portfolio	Please select... ▾
Program	Please select... ▾
Round	Please select... ▾
Milestone type	Please select... ▾
Status	Please select... ▾
Sort by	Date modified ▾
Sort order	Ascending ▾

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Width & Height: There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. Be mindful that selecting anything other than W 1 x H 1 will take up more space on your homepage.

Portfolio, Program & Round: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Milestone Type: Select one or multiple.

Status: Select one or multiple.

Sort By: Select what you want to sort by.

Sort Order: Select how you want to sort by.

Annual Progress Report (Ethics Projects Only)

This tile can be created to view submitted and resubmitted (information requested and provided) Annual Progress Reports.

Edit dashboard tile

Title	Ethics Progress Report - Submitted/Info Prov
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Milestone type	Progress Report ✖ ▼
Status	Received ✖ ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Certificat of Currency (Governance Projects Only)

This tile can be created to view submitted Certificates of Currency.

Note: A Decision tile can also be created for this milestone, the Decision tile will take you directly to the 'Decisions' section of the project and this tile will take you directly to the 'Milestones' section of the project.

Edit dashboard tile

Title	Site Certificate of Currency - Submitted
Display	Table ▼
Width *	1 ▼
Height *	1 ▼
Portfolio	Please select... ▼
Program	Please select... ▼
Round	Please select... ▼
Milestone type	Certificate of Currency ✖ ▼
Status	Received ✖ ▼
Sort by	Date modified ▼
Sort order	Ascending ▼

Classifications

Used within the Application Tile.

A Research Office can use classifications to further customise tiles in REGIS.

Identifying a New Clinical Trial For a Research Office that has a pre-HREC meeting (scientific sub-committee). To easily identify clinical trials on a submission closing date an additional Application tile can be created with the 'Study Type Clinical Trial' classification.	**Edit dashboard tile** Title — Eligible Display — Detail Width * — 1 Height * — 1 Portfolio — Please select… Program — Ethics ✖ Round — Please select… Submission type — Please select… Submitted only — No Status — Submitted ✖ With tags — Please select… Without tags — Please select… Classification — Study type Clinical trial ✖ Decision status — Please select… Sort order — Ascending Sort by — Date modified Unassigned only — Please select…

Customised Display

Graph Bar/Graph Pie/List/ Table/ Detail

Can be used for application, decision, documents, milestone and review tiles.

A Research Office can use a graph to have a customized overview of applications, decisions, documents, milestones and reviews in REGIS.

When 'Graph' is chosen as the 'Display' type the below additional filters appear.

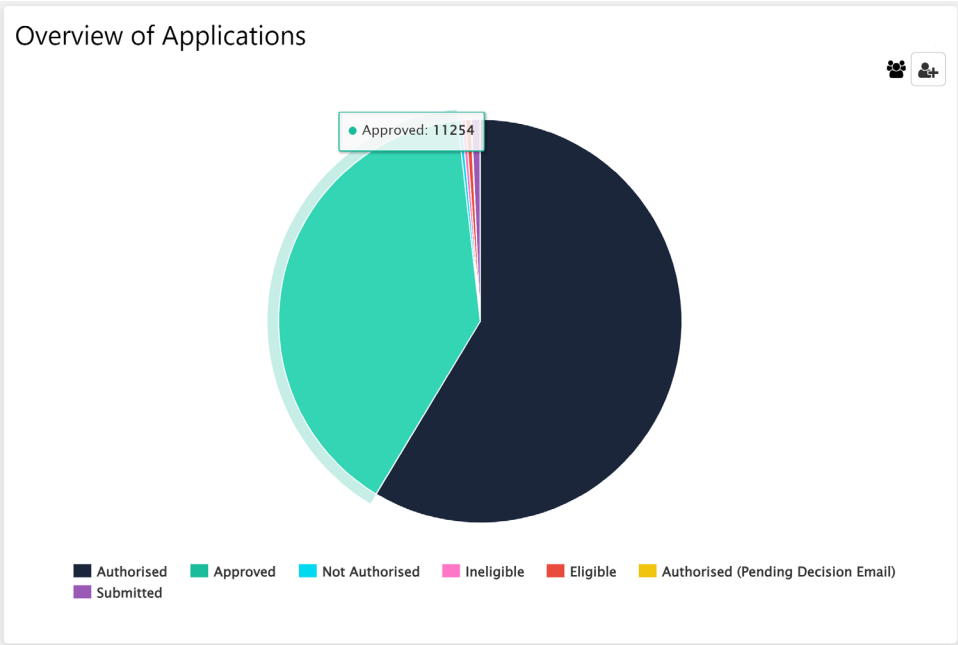|	
Display — Graph Graph type — Pie Width * — 1 Height * — 1 Group by — Status	**Display:** Select which template you wish to use; this is based off personal preference. **Graph Type:** Select the type of graph, this is based off personal preference. **Width & Height:** There are three width and height options, 1, 2 and 3, depending on your selection your tile may appear longer or wider. **Group By:** Application Tile: Select 'Status', Decision Tile: Select 'Decision Type', Document Tile: Select 'Document Type', Milestone Tile: Select 'Status' and Review Tile: Select 'Task Type'.

Overview of Applications (Ethics and Governance Applications)

This tile can be used to see an overall view of application status' in the system, this example provides and overview of both Ethics and Governance but can be filtered to only Ethics or Governance by using the 'Program' filter.

Note: Hover your arrow over a colour to see the number of applications with that status.
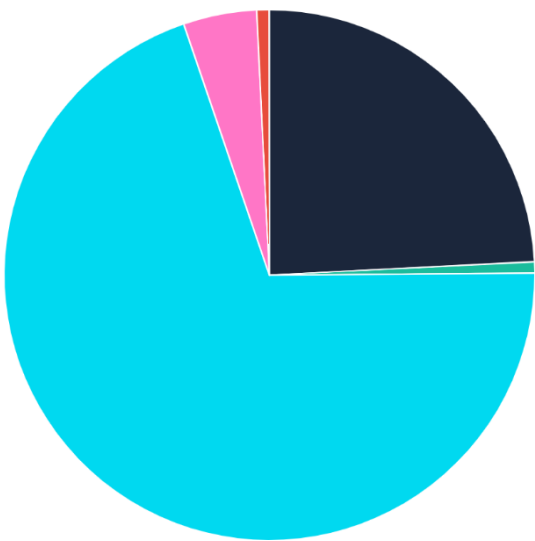
Overview of Applications

● Approved: 11254

■ Authorised   ■ Approved   ■ Not Authorised   ■ Ineligible   ■ Eligible   ■ Authorised (Pending Decision Email)
■ Submitted

Edit dashboard tile

Title	Overview of Applications
Display	Graph ▾
Graph type	Pie ▾
Width *	1 ▾
Height *	1 ▾
Group by	Status ▾
Portfolio	Please select... ▾
Program	Please select... ▾
Round	Please select... ▾
Submission type	Please select... ▾
Submitted only	No ▾
Status	Approved ✖ Authorised ✖ Authorised (Pending Decision Email) ✖ Not Authorised ✖ Submitted ✖ Ineligible ✖ Eligible ✖
With tags	Please select... ▾
Without tags	Please select... ▾
Classification	Please select... ▾
Decision status	Please select... ▾
Sort order	Ascending ▾
Sort by	Date modified ▾

Display: Graph - Pie

Overview of Applications

Legend:
- Withdrawn
- Not Authorised
- Suspended
- Not approved
- Ineligible

Display: Graph - Bar

Overview of Applications

Bar chart categories (top to bottom):
- Withdrawn
- Not Authorised
- Suspended
- Not approved
- Ineligible

X-axis: 0k, 2k, 4k, 6k, 8k, 10k
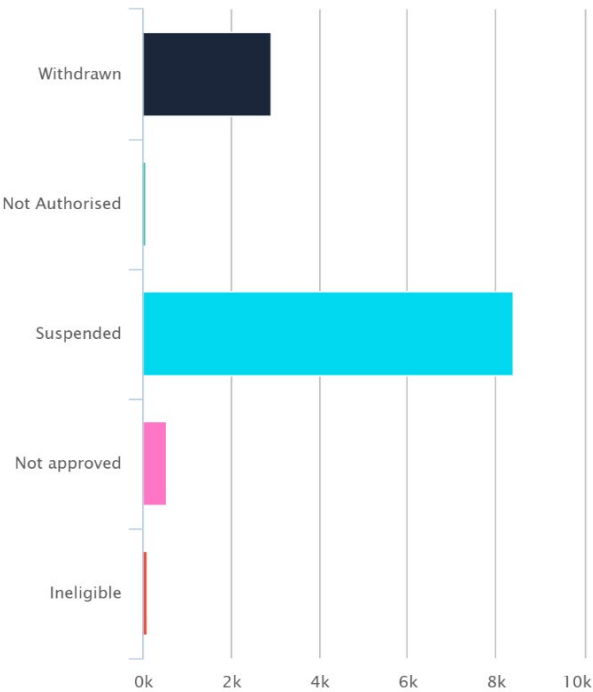
Display: List

Overview of Applications
Found **100+** / showing **100**

- 2018/ETH00014 - Ethics
- 2018/ETH00005 - Ethics
- 2018/ETH00020 - Ethics
- 2018/ETH00023 - Ethics
- 2018/STE00009 - Site
- 2018/ETH00041 - Ethics
- 2018/STE00027 - Site
- 2018/ETH00008 - Ethics
- 2018/ETH00068 - Ethics
- 2018/ETH00047 - Ethics
- 2018/ETH00101 - Ethics
- 2018/ETH00109 - Ethics

Display: Table

Overview of Applications
Found **100+** / showing **100**

Identifier	Title
2018/ETH00014	Application Title 19
2018/ETH00005	Application Title 6
2018/ETH00020	Application Title 28
2018/ETH00023	Application Title 39
2018/STE00009	Application Title 29
2018/ETH00041	Application Title 66
2018/STE00027	Application Title 71
2018/ETH00008	Application Title 10
2018/ETH00068	Application Title 101
2018/ETH00047	Application Title 74

« ‹ 1 2 3 4 5 › »

Display: Detail (Width: 3 x Height: 2)

The Detail display allows you to click on an application ID to see an overview of the application, the timeline that shows you actions that have ocurred and easy access to the application via a new tab when 'view' is selected.

Overview of Applications
Found **100+** / showing **100**

2022/ETH02187 - Application Title 61791
Submitted

2022/ETH00676 - Application Title 57177
Submitted

2022/STE00316 - Application Title 54987
Submitted

2022/ETH02433 - Application Title 61652
Submitted

2022/STE04012 - Application Title 61864
Submitted

2022/STE03986 - Application Title 61812
Submitted

2022/STE04011 - Application Title 61863
Submitted

2022/ETH02547 - Application Title 61925
Submitted

2022/STE03146 - Application Title 60394
Submitted

2022/ETH02543 - Application Title 61908
Submitted

2020/STE05641 - Application Title 44643
Submitted

2022/ETH02394 - Application Title 61578
Submitted

2021/STE04869 - Application Title 53708
Submitted

2021/STE04871 - Application Title 53710
Submitted

2022/ETH01284 - Application Title 58809
Submitted

2022/ETH02584 - Application Title 62040
Submitted

Application Title 53710
⬇ 2021/PID03531 - 2021/STE04871
03/02/2027

✉ Email   👁 View

ETH Approved
Low or negligible risk review pathway
RGO 2

Status
Submitted

System version
Submitted 1.02 - Application Resubmission

Submitted date
29/11/2022

Owner
Senaida.Bork8301@alt4fsolutions.com.au

Principal organisation
Auburn Hospital

Coordinating Principal Investigator
Jamika Leeman

Program
Site

Round
Site

Timeline

29/11/2022 5:34:23 PM ○ Application action
Application shared
Performed by Senaida Bork

29/11/2022 5:34:23 PM ○ Application action
Application shared
Performed by Senaida Bork

29/11/2022 5:34:13 PM ○ Status update
Status updated from 'In Progress' to 'Submitted'
Performed by Senaida Bork

29/11/2022 5:34:13 PM ○ Application action
Application submitted
Performed by Senaida Bork