



REGIS

Requesting More Information

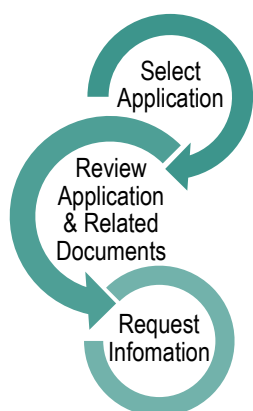
FOR RESEARCH OFFICES

QUICK REFERENCE GUIDE

Requesting Information

How does it work in REGIS?

Note: This QRG assumes you have already set up your homepage tiles. See [QRG – Research Offices – Setting up a Homepage](#) and [REGIS User Manual guide – Homepage tiles](#).



For details on how to make the Application Decision (approval), RGO Recommendation and CE/Delegate Decision see [QRG - Approvals not associated with meetings](#).

Decision Types

Ethics Decision Type: More Information Required

Decision:

- ❖ **Approved pending further information** – this option will create the 'more information' form. This option is selected when the HREC or EO requires information before the

approval but no changes to the application or documents.

The status of the application will change to "Information Requested"

- ❖ **Decision pending further information** – Select this option if any changes to the application or document are required. This option will create a new version of the ethics application (HREA) and enable the applicant to edit it. *The status of the application will change to "In Progress"*

Governance Decision Type: More Information Required - SSA

- ❖ **Recommendation pending further information** – this option will create the 'more information' form. This option is selected when the RGO requires information before the recommendation but no changes to the application or documents. *The status of the application will change to "Information Requested"*

- ❖ **Decision pending further information** – select this option if changes to the application or documents are required. This option will create a new version of the site application and enable the applicant to edit it. *The status of the application will change to "In Progress"*

Request More Information

If you are requesting More Information through a meeting please see [QRG- Managing HREC Meetings and Decisions](#)

Use the following steps to request more information through the application.

Step 1

Click on the 'Management' tile in the left-hand menu and select 'Decisions'. Click 'Edit' on the right-hand side of the screen.



Step 2

Select 'Add Decisions' and the decisions wizard will appear.

Step 3

Leave the current due date blank.

Select the 3 horizontal dots at the end of the 'Type' cell to search for the decision type. A black panel will appear.

Step 4

Select the decision type.

Note: Decision outcomes have been described in the previous section.

Click on the checkbox next to the Decision and then on the tick icon at the bottom of the panel.

Do not change the entity.

Select the 3 horizontal dots at the end of the 'User' cell to search for the person who will be making the decision. A black panel will appear.

Step 5

Search for the User by typing in their first name, last name or email address.

Click on the checkbox next to the Decision and then select the tick icon at the bottom of the panel.

 Click 'Save' within the wizard, this is located underneath the 'users name'.

Step 6



View and manage more information decision
A black panel will appear.

Tip: Click where your name appears to finalise the Decision.

Name	Becker, Kylie
Decision	
Reason	
Assigned	26/04/2019 10:12:27 AM
Submitted	

Note: Decision outcomes described on page 1.

Click 'Save' in the panel.

Step 7

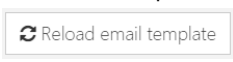


A 'Send email' icon will now appear on the decision line.

Click on the icon for the More Information email to appear.

Step 8

Edit the email as required. You can reload the email template by clicking the

 'Reload email template' button.

This will revert the email back to the original template, removing any information manually added.

Click the green tick to send the email.

The email sent notification will show at the bottom of the screen and the 'Email sent' tick icon will appear on the decision line.

Depending on the decision selection, the status of the application will now show as "Information Requested" or "In Progress".

For further assistance if needed, contact your local research office at these links – [NSW](#) or [ACT](#).