Eligibility of SSA

✱ REGIS

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

Review Eligibility of a Site-Specific Assessment

Eligible is the default

For a site application to be submitted in REGIS the system requires the following to have occurred:

- ❖ Project Registration completed
- ❖ Protocol/Project Plan uploaded
- ❖ HREA submitted and
- ❖ Site application/s completed including all Head of Departments having made a decision.

If an application has been successfully submitted in REGIS then it has met the minimum system requirements to be made 'Eligible'.
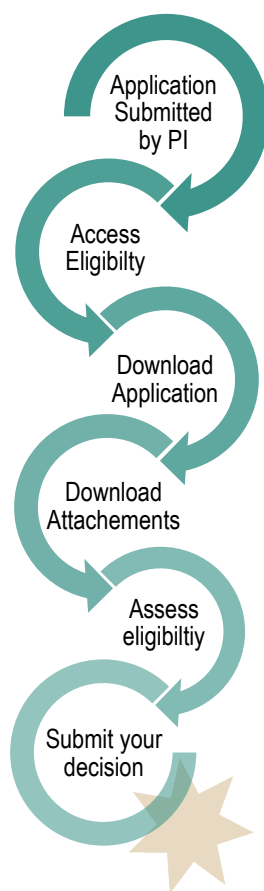
The RGO/research administrator should only mark an application as ineligible for the following reasons:

- ❖ The site application appears to have dummy responses.
- ❖ The submitted documents do not match the description. e.g. incomplete template.
- ❖ The site application is submitted without Head of Department support without prior consultation of the Research Office

It is recommended that the Research Office contacts the applicant to discuss prior to marking the application as Ineligible.

How does it work in REGIS?

The following diagram is an overview of the Eligibility Review process in REGIS.

Application Submitted by PI

Access Eligibilty

Download Application

Download Attachements

Assess eligibiltiy

Submit your decision

Ethics Approved Tag

A tag will automatically be added to submitted site applications that have Ethics approval in the system (ethics approved in REGIS or external ethics approval uploaded into REGIS).

The 'ETH Approved' tag is permanent and cannot be deleted.

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2020/PID01003

| ETH Approved | Greater than low risk review pathway |

Eligible and Valid

Site applications have a preliminary eligibility status to allow the RO to easily identify an eligible application that is pending ethics approval.

Eligibility and review should begin as soon as the application is submitted.

If the RGO answers both eligibility questions as 'Yes' the system will mark the application as 'Valid' if ethics approval has not been confirmed in the system.

After ethics approval is confirmed, the system will change the status of the application to 'Eligible'.

When an application is in the 'Valid' status the RGO can complete all actions up to RGO recommendation.

Completing eligibility in REGIS.

A new Site application will have a status of 'Submitted'.

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*

Step 1
Select the new application to complete the eligibility.

Step 2
In the Application, click on the 'Management' tile in the left-hand menu and then select 'Eligibility'.

Using the Eligibility Approved B Functionality

Step 3
Click 'Edit' on the right-hand menu to make the eligibility page editable.

Step 4
Select '+Add eligibility assessment' to be brought into the eligibility review.

Step 5
Download the application and attachments by clicking the 'Download application' and 'Download attachments' buttons.

The attachments will download as a temporary .zip folder and includes the application form.
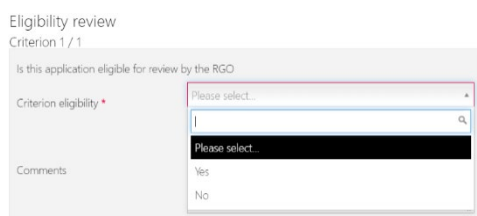
Assess the eligibility, taking into consideration the examples on page 1 'Eligible is the default.'

Step 6

Eligibility Review - Criterion 1/1
After completing the eligibility review, indicate the eligibility status of the application by selecting either 'Yes' or 'No' from the drop-down box.

See example;

Note: Comments added into this field are recorded in the eligibility report but are not seen by the applicant.

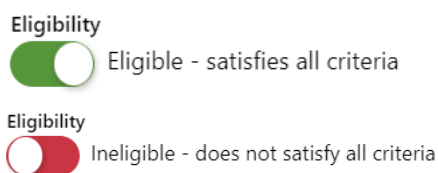Click the 'Next' button to progress.

Step 7
If ineligible, add the comments into the free text field as they should appear to the applicant.

If eligible, comments made here will not be seen by the applicant.

Step 8
After completing any comments in the review section indicate the eligibility status of the application in section '2. Review'. This should be the same selection as indicated in '1. Eligibility review – Criterion 1'.

It is this second eligibility toggle in section '2. Review' that determines the overall status of the application.
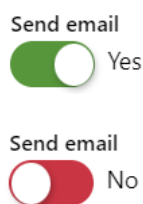

Note: Request approval is only used when Eligibility approver B is used – see section: Requesting Eligibility Approver B.

Click the 'Next' button to progress.

Step 9
The email template will map based on the previous decision.

You can choose to have the status of the application change but not send the eligibility email by switching the send email toggle from Yes to No

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.

If you add any information and navigate away from the page, the information will be saved.

Add any attachments by clicking or dropping the files in the section indicated.

Click 'Finish' to complete the eligibility assessment. A green alert will come up at the bottom of the screen indicating that the 'Eligibility created successfully'.
The status of the application will change to either 'Ineligible', 'Eligible' or 'Valid'.

Note: The status will also be changed in the external portal.

'Eligible' and 'Valid' applications can now progress to RGO review.

A 'Valid' application is able to progress up to RGO recommendation before Ethics approval is confirmed.

'Ineligible' applications will require another eligibility review once resubmitted.

Requesting Eligibility Approver B

If the Research Office uses a dual eligibly process e.g. the admin team complete the initial eligibility but require confirmation from the RGO

Initial Approver - During **Step 8,** before selecting the red arrow.

Select the outcome to be reviewed (Eligible or Ineligible) by Approver B.

'Request approval' and 'Send Notifications to Eligibility Approver B' should be 'Yes'.

Add the name of the person to complete the Eligibly review.

Eligibility

Eligible - satisfies all criteria

Eligibility Reviewer name
Raul Nigli

Request approval ❓

Yes

Send Notifications to Eligibility Approver B ❓

Yes

Eligibility Approver B

Raul Nigli

Click the 'Next' button to progress.

Click Finish complete the eligibility assessment. (this **will not** send the template email to the applicant).

An email will be sent to the person listed as Approver B and the eligibility will show as 'Pending'.

A task will also be created against the application which is visible in a Task homepage tile.

Task

Name	Task type	Due date
❗ Eligibility App…	Eligibility - Appro…	07/03/2020

Note: If you switch the toggle to not send the email the approver will not be able to change this back. They will still be able to approve the eligibility but only the status will change.

Eligibility Approver B confirmation

On receiving the email or Task indicating you have been selected as the approver on an eligibility assessment, locate the application.

Locate the pending eligibility by repeating **Step 2** or via the Task homepage tile, if you have it setup.

On the same row as the Pending eligibility select the 'Assess eligibility' icon

To download the application and supporting documents repeat **Step 5**.

Review the comments made at 1. Eligibility review - Criterion 1

Click the red arrow on the right-hand side of the page to progress.

If you agree with the eligibility review, select Eligibility B approval and Approve recommendation.

Eligibility B approval

Approve recommendation

To change the eligibility outcome, change at the Eligibility toggle. If ineligible, add comments and then select Approve recommendation at Eligibility B approval.

Review eligibility

Comments

Makes Notes if required

Eligibility

Ineligible - does not satisfy all criteria

Eligibility B approval

Approve recommendation

Click the 'Next' button to progress.

Follow instructions for **Step 9** to manually select the email template at the top of the page.

Click Finish to complete the eligibility assessment.

An alert will come up at the bottom of the screen, advising 'Eligibility created successfully'.

The PI will receive the email notifying them of the outcome of the eligibility review.

Clear Task

Locate the task from either the homepage tile or via the application, Management → Tasks

Locate the Task 'Eligibility Approve B required'

Click 'Edit' and then 'Edit item'

The task wizard will appear. Add the day the task was completed to clear the task. The Active toggle at the bottom of the page will change to No.

Click 'Ok' and then 'Save'.