

DECLARATION OF SUPPORT

QUICK REFERENCE GUIDE

FOR HEADS OF DEPARTMENT

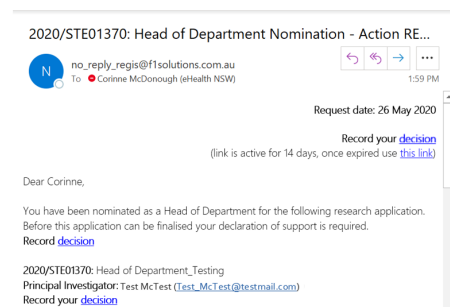
Providing Declarations of Support

How to Provide Declaration of Support from your email

- ❖ Click [here](#) to see How to Provide Declaration of Support in REGIS.
- ❖ Click [here](#) for information regarding What is a Declaration of Support?
- ❖ Click [here](#) for information regarding Head of Department Responsibilities.

HOD's can review and record their decision via the HOD notification email without logging in to REGIS. This is done by using the links provided in the email which will take them straight to a decisions page, as well as another link which will download the application form and related documents for easy review.

Step 1



Step 2

To download the application form and related documents click the 'download documents' link in the email, a zip folder will download and pop up in a separate

browser. You can then open the folder or save it to your desktop.

Step 3

Review the declaration and then select the 'record decision' link which will take you directly to the decisions page in REGIS.

NOTE: There are multiple 'Record your decision' and 'Record decision' links throughout the email, clicking any will take you directly to the decisions page in REGIS.

Step 4

Select the appropriate decision from the 'Decision' options and list any conditions, reasons or any other necessary information and then click save.

A system notification will appear notifying you that your decision has been saved and you cannot edit the decision.

The approval homepage will update to show the outcome.

- able to perform the investigations/services indicated, if the following financial assistance is provided
- unable to undertake the investigations/services indicated, on the following grounds
- able to undertake the investigations/services

How to provide a Declaration of Support in REGIS

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- ❖ Click [here](#) for information regarding What is a Declaration of Support?
- ❖ Click [here](#) for information regarding Head of Department Responsibilities.

Step 1

You will receive an email which provides you with a direct link to record your decision of the STE that you have been asked to support.

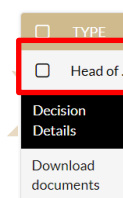
Step 2

Log in to REGIS, you will see the 'Decisions' icon at the top of the page or the approvals icon under 'Your activities' at the bottom of the page. Both will take you to the Approvals page.

Step 3

You can review and provide a decision on the Approvals page or from within the decision.

3a Approvals Page: Clicking anywhere on the decision row, except the title, will open a quick view of the application you intend to review.



Select 'Download documents' and a zip folder containing the documents will download at the bottom of the screen.



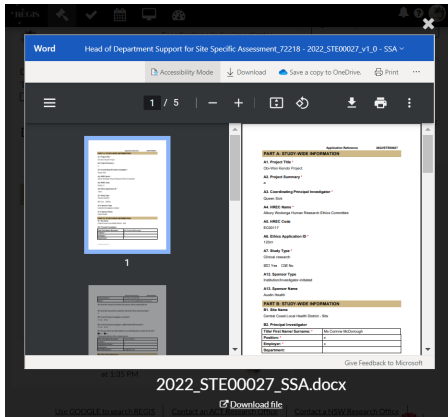
NOTE: Decisions in the status of 'Pending' identify applications requiring review.

3b Within Decision: Click on the application title to be taken directly into the decision.

Step 4.

You are taken to the Decision Details page. Here you are presented with the basic application details, application documents and where you can indicate your decision.

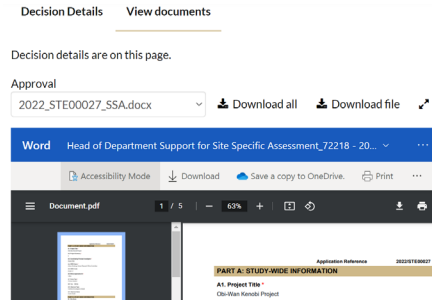
To review the documents, you can open documents (except zipfiles) on the page by clicking on the Title from the 'Documents' section at the bottom of the screen.



To bulk download the documents check the box on the gold row and select the 'Download', documents can be individually downloaded by selecting individual checkboxes and then selecting 'Download'. A zip folder containing the documents will download at the bottom of the screen.

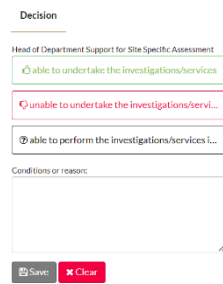
You can also review the documents via the header 'View documents' at the top

of the page. Selecting any document (except zipfiles) will open on the page. You can choose to 'Download all' or 'Download file' from this section.



Note: Use the double ended angled arrow to expand the document on the page.

Step 5



Select your decision from the 'Decision' options to the right of the screen and provide any comments in the free text box 'Conditions or reason'.

Once you have selected your decision and added your comments, click 'Save' and a system notification will appear advising that the decision details have been saved.

The approval homepage will update to show the outcome.

- able to perform the investigations/services indicated, if the following financial assistance is provided
- unable to undertake the investigations/services indicated, on the following grounds
- able to undertake the investigations/services

Reminder Notifications

REGIS will send reminder notifications as designated time points if a decision remains Pending.

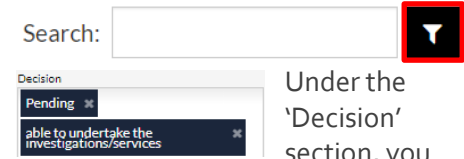
- Pending

What next?

The decision and any comments made will be visible to the Researcher Applicant and the Research Office.

Once all Head of Department decisions have been made for the application an email will be automatically sent to the Research Applicant.

The decision will be cleared from your Approval List. You can find submitted decisions by using the advanced search function on the Approval List page.



Under the 'Decision' section, you can filter for decision types i.e. Pending, Able to undertake the investigations/services etc

You can add decisions by clicking in the 'Decision' box and a dropdown menu will appear. To delete the decision, click on the x.

Return to the decision page to make another HOD decision or log out.

What is a Declaration of Support?

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A declaration of support indicates endorsement of a site application before it can be submitted for review by the Research Governance Officer (RGO) and authorisation by the Chief Executive (CE).

This process is completed electronically in REGIS. Wet ink signatures are no longer accepted.

Head of Department Responsibilities

The Head of Department (HOD) has responsibility for the operational and financial management of the department or service that is proposed for the project.

The Principal Investigator (PI) must discuss the proposed research project and its resource implications with any HOD (or divisional director or other authority) responsible for the department or service.

The HOD will be asked to confirm support with a declaration that:

- ❖ There are suitable and adequate facilities and resources for the project to be undertaken or to use the services of the proposed department, and they are available for the duration of the project
- ❖ The project has been costed appropriately and there are sufficient funds to cover the costs of conducting or accessing the services for the research within the given department
- ❖ If the HOD is either the PI or a member of the research team, the declaration must be obtained from the HOD's manager or a suitable alternative.

Heads of Department/s (HODs) will review a Site Application and notify the PI of the outcome of their review (through REGIS). The outcome will be:

- ❖ able to undertake the investigations/services
- ❖ able to perform the investigations/services indicated, if the following financial assistance is provided
- ❖ unable to undertake the investigations/services indicated, on the following grounds

REGIS will send an email to the PI when all HODs have made a decision.

ABLE TO UNDERTAKE THE INVESTIGATIONS/ SERVICES

If the HOD classifies an application as 'Able to undertake....' they are indicating their approval for the project to go ahead. There are no conditions on this decision.

ABLE TO PERFORM THE INVESTIGATIONS/SERVICES INDICATED, IF THE FOLLOWING FINANCIAL ASSISTANCE IS PROVIDED

If the HOD classifies an application as 'Able....if the following...is provided' it implies in principle support, once additional requirements have been met. The HOD should specify these

requirements in REGIS so they can be addressed by the Principal Investigator.

The PI will address any requirements and show evidence to the RGO with submission documentation (in REGIS).

The application will not be re-submitted to the HOD.

UNABLE TO UNDERTAKE THE INVESTIGATIONS/SERVICES INDICATED, ON THE FOLLOWING GROUNDS

The HOD can also classify an application as 'unable to undertake...'. In this instance, the PI may discuss this decision directly with the HOD or the RGO/research administrator.

They will need to determine whether an alternate HOD is more appropriate, if the STE can still proceed without this support or whether the application cannot proceed at the nominated site.