REGIS

Completing a Review

QUICK REFERENCE GUIDE | FOR HREC MEMBERS
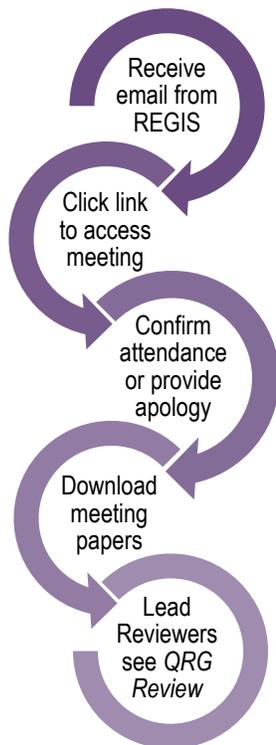
Accessing Meeting Papers

How does it work in REGIS?

The Research Office (RO) will create a meeting in REGIS. They will add new applications, amendments, milestones and any other business and documents to be considered at the meeting.

The RO will alert members that the meeting papers are available to view by sending out an email notification.

How does it work in REGIS?

The following diagram is an overview of the how a HREC or meeting attendee can access meeting papers in REGIS.

Receive email from REGIS

Click link to access meeting

Confirm attendance or provide apology

Download meeting papers

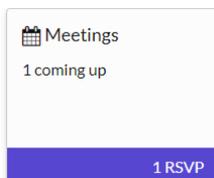Lead Reviewers see *QRG Review*

Access the meeting

Step 1

You will receive an email which will provide you with a direct link into the details section of the meeting to which you have been invited.
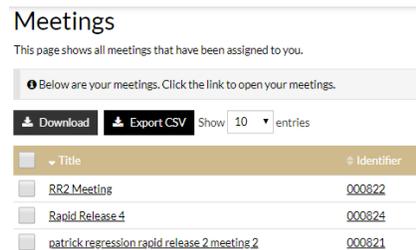
If you are accessing via the link in the email, then you may jump to directly to **Step 4**.

Step 2

📅 **Meetings**

1 coming up

1 RSVP

If you are logging into the REGIS Home page, 'Your activities' will indicate if any meetings are upcoming or any RSVP's are pending via a coloured alert.

Meetings

This page shows all meetings that have been assigned to you.

ⓘ Below are your meetings. Click the link to open your meetings.

⬇ Download   ⬇ Export CSV   Show 10 ▼ entries

| ▼ Title	⇕ Identifier
RR2 Meeting	000822
Rapid Release 4	000824
patrick regression rapid release 2 meeting 2	000821

Click the 'Meetings' icon and the Meetings page will open.

Confirming your attendance

Step 3

Indicate if you will be attending the meeting. If your availability changes before the meeting you can change your response by returning to this section and selecting again

Note: You will receive a pop-up notification once your decision is made.

Your attendance

Attending

Pending

Not attending
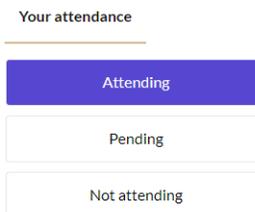
Access meeting details and papers

Note: If you clicked the link via email this will bring you to the same place

Step 4

The 'Meeting details' page provides you with basic meeting details and your application roles (lead reviewer and/or HREC member), a list of attendees and 'Meeting Documents & Other Business' such as the meeting invitation and any documents uploaded by the Research Office.

Step 5

'Meeting Items' provides you with all of the meeting items such as applications, amendments, safety notifications and milestones. The 'Lead Attendee' column will indicate the lead reviewer on an application.

Items submitted to a meeting in REGIS will be grouped as below (if grouped by the Research Office in the meeting);

- Application – New
- Application – Response
- Amendment – New
- Amendment – Response
- Safety Notification – New

- Safety Notification – Response
- Annual Report – New
- Annual Report – Response
- Final Report – New
- Final Report – Response

If an application, amendment, safety report or milestone are not grouped, they will appear as below;

- Applications
- Forms (relates to amendments/safety reporting)
- Milestones (relates to progress/final report)

Additional documents;

- Other notifications (other documents submitted by a researcher for review)
- General Correspondence (other documents considered 'general correspondence' submitted for review)

Submitting a lead review prior to meeting

If you have been allocated as a lead reviewer (next to an application) and are expected to submit a review prior to the HREC meeting. You may have been sent an additional email through REGIS. If so you should follow the directions provided in the following document.

- ❖ *Quick Reference Guide - HREC Member - Reviewing an Application in REGIS*

Step 6

You can download all documents using the bulk download option, select the checkbox on the gold row to select all documents and then select 'Download'.

To download individual documents, select the checkbox next to the document and click 'Download'. A temporary zip file will download at the bottom of the page which you can save to your device.

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447