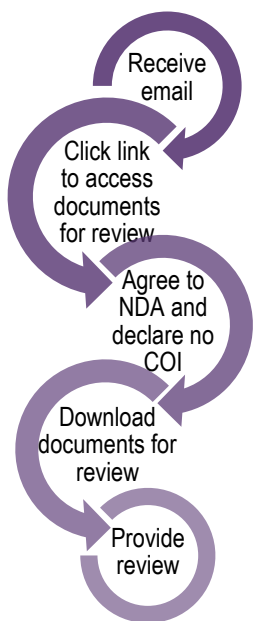


Reviewing an Application in REGIS

How does it work in REGIS?

The review process is managed through REGIS from the Lead Reviewers receiving an initial email alert to accessing the applications and supporting documents and finally to the reviewer submitting their review through REGIS.

There may be instances where a Research Office requests an external expert provide a review or another type of review. The same process to access the application and provide the review should be followed.



*Note: Currently the provision of a review is separate process to accessing the general meeting papers. If you are wanting to access meeting papers for a meeting, see: **Quick Reference Guide** -*

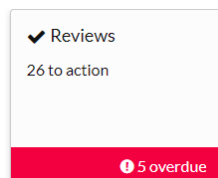
HREC Member - Accessing Meeting Documents.

Locating the Review.

Step 1

You will receive an email which will provide you with a direct link into the review details section of REGIS. If you are accessing via the email, then you can jump to **Step 4**.

Step 2



If you are logging into REGIS home page, you will have a reviews icon in the 'Your activities' section.

Click this to be taken to the Application Reviews.

Note: Overdue reviews are identifiable via the coloured alert within the tile.

Step 3

Reviews are automatically filtered to identify any reviews that are 'Pending' or 'In Progress'. Selecting a 'Pending' review will take you to a new review, selecting an 'In Progress' review will take you to a review you have already started.

Step 4

The first time you enter the review you will be presented with a Non-Disclosure agreement. You must

complete this before you can proceed to the 'Review details' page.

NOTE: If you disagree or indicate you have a conflict of interest you will be permanently locked out of the review. If you are unsure, please contact the research office.

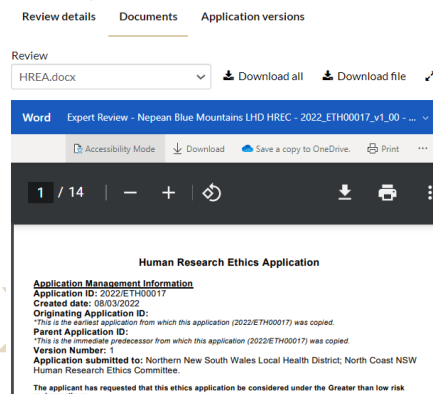
Download the Documents

Step 5

Before you can review the documents, you must complete the Conflict of interest. This can be accessed via the 'Review tasks' table, on the right-hand side of the screen.

Review tasks	
1 Non-disclosure agreement	Agreed
2 Conflict of interest	Pending
3 Review application	Pending

Once completed, you can access the review form with the option to download or view the documents on the page, via 'Documents'.



Select the document to review from the drop-down menu. To expand it, use the double-ended angled arrow.

Select 'Download all' or 'Download file' to view all or individual documents.

Note: You cannot view a zipfile on the page, it needs to be downloaded.

There are two other options to download the application documents,

- 'View documents', on the initial 'Review details' page

Review details **View documents** Application versions

Review details are on this page

Application Identifier
2022/ETH00017 ● In Progress

- 'Documents' at the bottom of the 'Review details' page

Documents

Below are the available additional documents for

TITLE	FILE NAME
<input type="checkbox"/>	HREA
	HREA.pdf

Selecting the document titles will allow you to review the documents on the page, as previously described.

Complete the Review

Step 5

Enter the review by selecting 'Review application' from within the 'Review tasks' table

Step 6

There are 2 pages that make up the review.

Application Review – Working

Notes. This page acts like a note pad allowing reviewers to make notes whilst completing the review.

This is an optional feature and does not need to be completed.

Notes made on this page will be seen by the research office but **will NOT be included** as part of the review.

Application Review – Reviewer

Feedback This page is the formal reviewer feedback form. This is the formal review that is submitted to the research office

Reviewer instructions are at the top of this page.

Step 7

The review form is broken into 5 main categories and relates back to sections of the National Statement:

- Research Merit & Integrity
- Justice
- Beneficence
- Respect
- Participant Information Sheet and Consent Form

When reviewing each section, you can tick of points to confirm the application meets or has considered these criteria.

At the end of each section there is a space for comments or questions to go back to the applicant.

Note: Structuring your comments as questions will ensure the research office requests the correct information from the applicant.

Step 7.1

The final section of the review asks for a reviewer recommendation. The choices are:

- Application should be approved
- Applicant needs to provide more information before a decision can be made.
- Application should not be approved.

Select a recommendation based off your review.

Step 7.2 Document upload

To add an external document click 'Upload new' at the bottom of the

screen. Upload multiple documents by clicking the plus sign at the very bottom.

+ Add Another

To upload supporting documentation, select '+ Add Another'. Use this button to add further documentation as required.

Step 8

Once you have added all your feedback and uploaded any supporting documents, click 'Submit'.

Save a review to complete later

Step 10 Save review to complete later

Preview

Select to download a .pdf of the review

Save

Select to save and return to the review later

Next

Click this icon to progress to the next page

At any time during the review you can select the save icon at the top right-hand side of the screen.

You can return to the review start at **Step 2.**

Click anywhere on the review row, except the title, that has the status 'In Progress' and select 'Review application'.

This will take you directly into the review form to complete.

REVIEW IT...	ORGAN...	TITLE	CONFLIC...	STATUS		
<input type="checkbox"/>	2021/ETH...	South Wes...	Summary Page B...	2021/ETH00591 - Appl...	No	In Progress
Review details		Type	Review item identifier			
Review application		Full Committee Review - Northern Sydney LHD HREC	2021/ETH00591			
		Title	Review item title			
		Summary Page Review	Testing the new summary page			
		Non-disclosure agreement	Reviewer role			
		Agreed	Lead Reviewer			
		Conflict of interest				
		No				

For technical assistance, contact
REGIS HELP DESK

support.f1solutions.com.au
1300 073 447

What next?

You have now submitted your review to the Research Office. This review will now be cleared from your Application Reviews list.

How to find a submitted Review

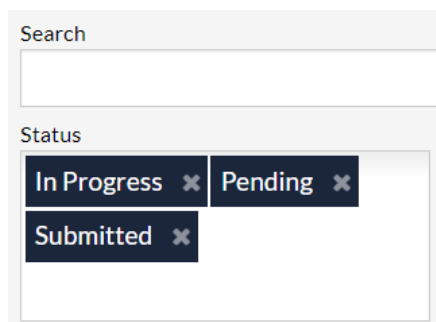
You can find submitted reviews by using the advanced search function on the Application Reviews page.

Search: 

This will generate the following three status to filter by:

- ❖ **In Progress:** Review has been worked on and saved.
- ❖ **Pending:** Reviews yet to be actioned.
- ❖ **Submitted:** Completed and submitted.

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



Search

Status

In Progress × Pending ×

Submitted ×

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