



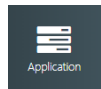
QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

Introducing the Overview Page

What is the Application Overview page

The Application Overview page has been created to provide a live clock to assist Research Offices in managing applications against metrics. The page has integrated a number of different aspects into a single page.



The Application Overview page is only available on the application menu.

Current Metric Calculations

Included in the CE Service Agreement Greater than Low Risk

Metric 3 (Total Time) measures from the advertised submission closing date of the first meeting the application is assigned to until the Decision Notification Email is sent.

Metric 4 (Total Time) measures from one of the following start dates until the Decision Notification Email is sent.

Start Dates:

- Date application was first submitted (if ethics is already in place)
- Date of ethics approval – where Ethics exists in REIGS (if submitted prior to ethics approval)
- Date application is uploaded into REGIS from an approved interjurisdictional HREC

Not yet included in the CE Service Agreement but will be reported.

Low and Negligible Risk

Ethics Total Time measures from the date an application is first submitted until the Decision Notification Email is sent.

Governance Total Time Measurements are the same regardless of ethics pathway.

Reading the overview page

Application Bar



The application bar progressively fills to visually show how the application is progressing through the submission/review process.

Ethics: 90-46 Green, 45-21-45 Orange, 20-0 Red. Site: 60-46 Green, 45-21 Orange, 20-0 Red

The traffic light colours also align with the days remaining column in the Live Dashboard.

The application bar also has a numerical representation of the total time metric.

Application breakdown and benchmarking

Application breakdown

	Application	LHD Average (previous quarter)	NSW Average (previous quarter)
Information reque...	1	0 ↑	1
Meetings	1	0 ↑	0 ↑
Reviews requested	0	0	0
Reviews received	0	0	0
Days in status	1		

The application breakdown and benchmarking table shows several counts to assist managing the application.

e.g. the application has had multiple information requests and may benefit from the applicant attending an in person meeting.

The table has 3 columns, the application, LHD Average (previous quarter), NSW Average (previous quarter). This gives a brief overview of how this application is tracking against other applications processed by your office and across the state.

Clock breakdown

Research office	16	9 ↑	13 ↑
Researcher	4	29 ↓	14 ↓
Total days	20	38 ↓	27 ↓

The overview page shows the breakdown of the total time/total days. The breakdown shows time with Research Office and Researcher.

The average columns show, a red arrow when the application is over the average and a green arrow is below the average.

In phase 1 of the overview page STE breakdown is Research Office days (RO + CE), Researcher (HOD + Researcher). Phase 2 will expand the total time breakdown for the four individual categories. Breakdown data will also become available in dashboards and reports.

Contact details

Contacts

Coordinating principal Investigator	Caughey, Grace
Administration	Feehan, Kami
Principal organisation	Greater Western Human Research Ethics Committee
HREC	Greater Western Human Research Ethics Committee
Sponsor organisation	Australian Institute of Criminology
Sponsor type	Commercial entity

The information shown here has been piped from other sections of the application menu into a single area.

CPI/Admin from Management → Contacts
Principal Organisation/HREC/Sponsor from Details → Organisations.

Sponsor Type from Management → Classifications.

If details are incorrect here, they should be corrected by the applicant through the request for information process. Manual updates can be made to add data points except Sponsor.

