FAQ – CPI/PI Delegation

What is CPI/PI Delegation? REGIS has introduced new functionality that will allow the Coordinating Principal Investigator (CPI) or Principal Investigator (PI) to delegate the administrative ability to submit applications and forms in REGIS. This role will be known as 'Submit'. This access can be allocated to anyone with a REGIS user account. Anyone with 'Submit' access on a study will be able to complete administrative tasks such as submitting applications, responses to requests for further information, amendments, safety notifications and milestones (i.e. progress reports).

I have 'Edit' access; will this automatically change to 'Submit' access? No, users with 'View' and 'Edit' access will still have the same access. If you require 'Submit' access, you will need to speak with the CPI or PI (depending on the study) so they can change your access. (watch this video). 'Submit' access can be removed at any time by the CPI or PI using the same guidance in the video and using the red bin delete icon to remove the access.

My application is currently in progress or under review, will the 'Submit' access be available for my application? Yes, upon release this functionality will be available for all studies, including those that are currently in progress, under review or approved/authorised. For studies that are currently in progress or under review, the CPI or PI should use the 'invite user to register or share' option (watch this video).

My study is already approved/authorised, how do I give 'Submit' access to someone? 'Submit' access can be given to someone two ways; the Owner of the study can use the 'invite user to register or share' option, the same way they would give someone 'View' or 'Edit' access (watch this video) the other way is via an amendment (watch this video).

How do I give someone 'Submit' access? There are a few ways! During Project Registration, additional team members can be added and depending on the study type and user's role, up to two Administration contacts (All study types) and one Associate Investigator (Clinical Trial) can be delegated 'Submit' access for Site and Ethics applications created in REGIS (watch this video). The CPI or PI can use the 'Invite user to register or share' option (watch this video) and also add Administration contacts with 'Submit' access via an Ethics or Site amendment (watch this video).

The link in the approval email isn't active anymore, how to I approve the delegation request? The link in the system generated email remains active for 14 days after that time you need to log into REGIS and navigate to the Decisions to review the delegate request (watch this video).

I've been delegated submit access, can I give someone else submit access?
Those delegated submit access can use the Ethics or Site amendment to add Administration contacts with delegate access, once submitted by the delegate an email will be sent to the CPI or PI asking them to approve this delegate with 'Submit' access (watch this video).

My study has been approved/authorised post-release, do I need to re-delegate submit access to those I gave 'Submit' access to on the Project now?
No, anyone given 'Submit' access to an application that was not yet approved/authorised will have 'Submit' access on the Project that is created upon approval/authorisation.