



REGU/REGIS Newsletter | Issue 9 | 14

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REGIS Knowledge Share

Audience: Research Office

How to find Ethics approved Site Applications that have not been submitted

Researchers starting their research before SSA authorisation is an issue as old as SSA's themselves. The REGIS team had a recent query regarding how a Research Office could set up a homepage tile to manage SSA's that have not been submitted after Ethics approval.

In this scenario, the homepage tiles would not work as the tiles would be unable to cross reference against Ethics approved and initial Site applications that are in progress but have not yet been submitted. So, we put our heads together and identified that the Application search filters allow you to search this information.

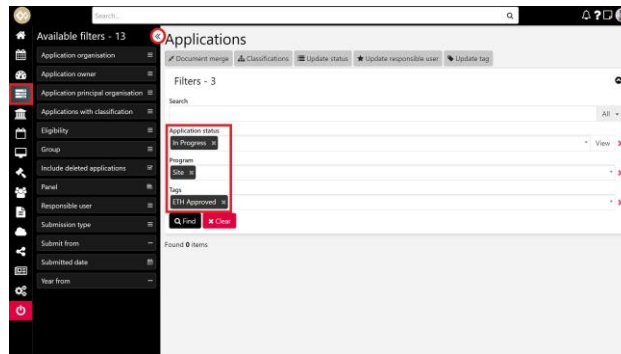
A simple solution for this is utilising the Applications section from the left-hand menu!

Research offices can use the search function in the Applications section and using the following filters;

- Application Status = In Progress
- Program = Site
- Tags = ETH Approved

The list will display Site applications that have Ethics approved but remain in the 'In Progress' status. System version '**current 1.0**' indicates the application has not been submitted.

Export the data to an xml to better filter and order.



1 - This screenshot will show you exactly what filters are required to find the information you are after!

Application ident...	Title	System version	Submitted date	Owner	Project I...	Tags
2019/PID13290 2020/STE00152	Impact of doxycycline pre-exposure prophylaxi...	Current 1.0		david.templ...		ETH, STE
2018/PID03824 2020/STE00207	Australian and New Zealand Massive Transfusi...	Current 1.0		sphgm.trans...		ETH, STE
2018/PID12951 2020/STE00220	Phosphate Study - Blue Mountains District ANZ...	Current 1.0		muralleirsh...		ETH, STE
2018/PID12951 2020/STE00224	Phosphate Study - Nepean Hospital	Current 1.0		muralleirsh...		ETH, STE
2018/PID12951 2020/STE00226	Phosphate Study - Nepean Blue Mountains Loc...	Current 1.0		muralleirsh...		ETH, STE

2 - System version 'Current 1.0' indicates the application has not been submitted.

Researcher selected the wrong HREC? Send it back - don't Not Approve it!

We recently had a researcher come to us asking how they could re-submit their Ethics application to the correct HREC. On investigation the application had been "Not Approved" which meant for this researcher the only option was to create a new PID and then ETH and STE's. Not the ideal scenario.

The decision and status of "Not Approved" in REGIS is a final status, this means that a researcher cannot create a new version, edit or resubmit a *Not Approved* application.

If your research office is contacted by a researcher who advises they have selected the wrong HREC or through your review it is identified that the application must go through a specific HREC e.g. PHSREC or Bellberry, all you need to do is simply send it back! Making the application **Ineligible** will allow the researcher to create a new version of the Ethics application and change the HREC within the application and once resubmitted, will go to the correct HREC for review - yes, it is that easy!

Note: If the application is sent back as a request for information it will appear in the new Research Office homepage as Information Provided.

Parallel Submissions in REGIS

Audience: Researchers

Research projects to be conducted at NSW Health Site must satisfy two requirements before they commence:

- Ethics approval by a Human Research Ethics Committee
- Site authorisation through the local Research Governance Office

Did you know it is not a requirement to have the Ethics approval prior to submitting Site Specific Applications? While Ethics approval is required before site authorisation can be granted, the SSA can be submitted and a preliminary review can begin prior to the Ethics approval.

To apply for these approvals, applications must be submitted through the [Research Ethics and Governance Information System \(REGIS\)](#) and as per the submission requirements from the Research Ethics and Research Governance Offices.

Forum Focus

Shape Our Next Roundtable – Share Your Ideas! ■ Meetings ■ Roundtable (Mar24)

Audience: Research Offices

Would you like to suggest a discussion point or theme for the next roundtable? There is a forum thread just for this and we'd love to know.

- Do you want Birds of a Feather to keep going?
- Are you interested in hearing more from other Research Offices?
- Are you a Research Office who has something to share?
- Do you want more learning opportunities?

Jump into the [NSW Health Research Governance and Ethics](#) forum for Research Offices and let us know what you would like. Also take a look at the other themes and conversations that are happening.

Upcoming events and dates

Audience: Research Office/Researcher



2024 Events and Dates

REGIS Research Office Lunch & Learn 2024: Lunch & Learn webinars have been scheduled for **May 15** and **June 12**.

Research Office REGIS Training: Research Office training will be held in **June** and **August**. [Register your interest here.](#)

Researcher REGIS Training: Researcher training will be held in **July** and **September**. [Register your interest here.](#)

Previous Versions of REGU/REGIS Newsletter

Audience: Research Office/Researcher

All previous version of the fortnightly email are available from the REGIS website: <https://regis.health.nsw.gov.au/news-and-events/regis-office-webinars/>

REGU/REGIS Newsletter: Inspiring other units within OHMR and LHDs since February 2021