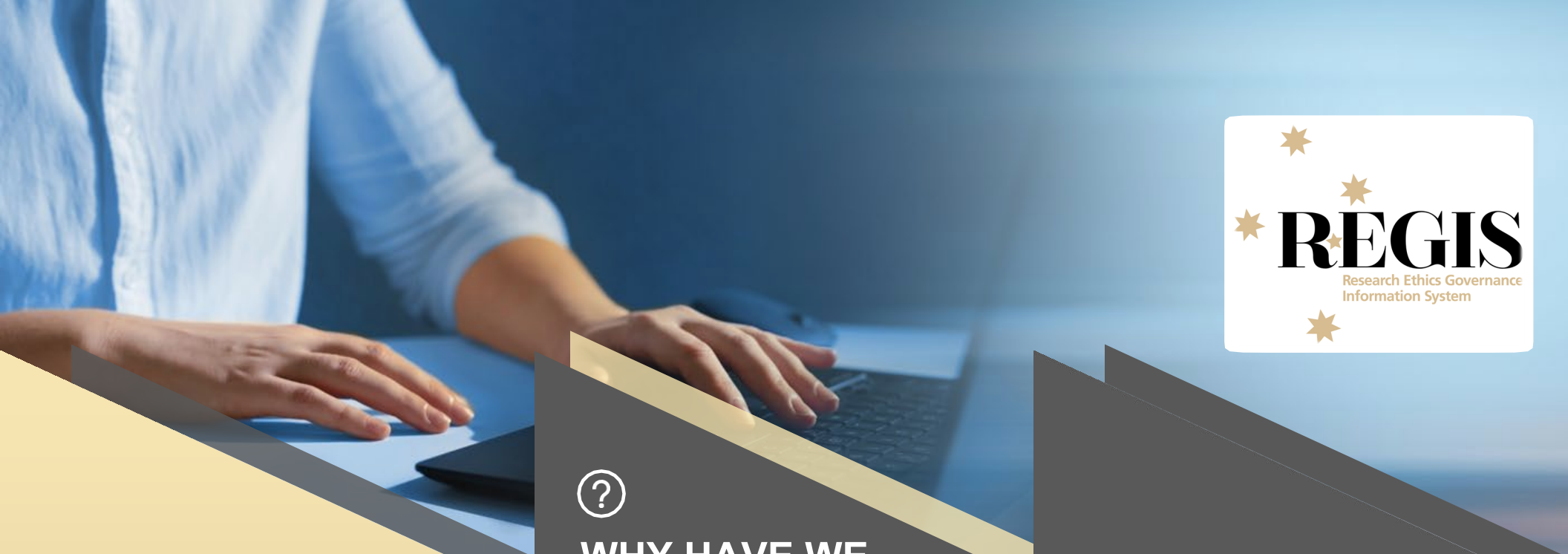


REGIS
Research Ethics Governance Information System

PROJECT REGISTRATION FORM UPDATES

RELEASE NOTES

WHY HAVE WE MADE CHANGES?

Updates have been made to the Project Registration form based on user feedback and involve refinements to the text and images, aimed at enhancing clarity and improving the overall user experience.

The changes will make it easier for users to understand the project registration process, including the requirements for completing the form, study team permissions and delegations, and the steps that follow submission.

Any in-progress application will not be affected, as there have been no changes to system functionality.

This document will take you through the changes made to the Project Registration form. On page 2 you will see the main changes that have been implemented, with an explanation around why these edits and additions have been made and the impact it will have on the user experience.

Understanding Project Registration

This is the step BEFORE submitting an application

▼ Understanding Project Registration (click to close)

- ▶ First time submitting?
- ▶ Support Resources
- ▶ What is Project Registration?
- ▶ Information Required to Complete Project Registration
- ▶ Important Notes
- ▶ REGIS User Profiles
- ▶ Application Generation

ACCORDIONS

Accordions have been added to improve readability, organise information for easier navigation and reduce the amount of overall text on screen.

TEXT CHANGES

Changes have been made to text to improve clarity and readability, with the aim to provide better explanations of the processes which will provide easier navigation. Changes have also been made to buttons to make them more intuitive and action oriented.

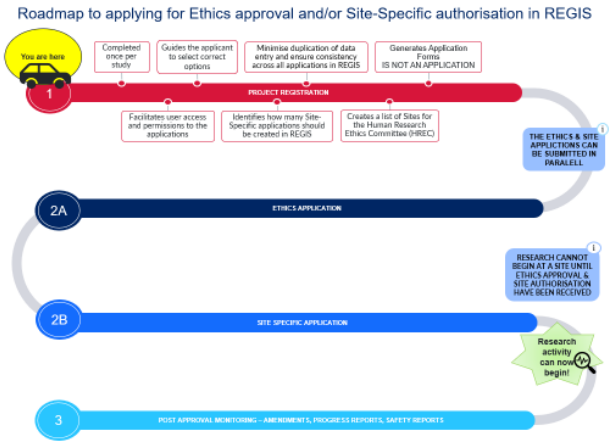
APPLICATION ROADMAP

Based on feedback, we learned that people were unclear about the process of applying for Ethics and Site approval. To address this, a roadmap was created to help users better understand where they are in the process.

The roadmap provides a clear path, allowing users to feel more confident and informed as they progress through each step.

Introduction page

The roadmap shows you the start of your study creation in REGIS



▼ Understanding Site Application Roles and Rules

- **Administration:** This role receives all email communications through REGIS and can be given delegation permission to edit and submit forms once the PI confirms the nomination. Up to two per application can be selected.
- **Associate Investigator:** Can be given permission to edit the application. For a clinical trial can also be given delegation permission to submit forms once the PI confirms the nomination.
- **Requesting Delegation Authority: watch this** short video
  - Select Role Administration or Associate Investigator (clinical trial only)
  - Allow access to REGIS form with Edit access
  - Select Yes when prompted
  - The Principal Investigator will receive an email to approve the delegation on submission of the Project Registration. They must approve the request for the delegation to be completed.

+ Add Site Team Permissions and Delegations

Submit page

Once you are ready to submit, the roadmap shows you where you are and next steps as appropriate to your study