

# Site Specific Application Formatting Changes



## ▼ The information provided in this section of the form has two functions:

1. To provide details on the support that is being requested for this study, the documents for review and the overview to the (Clinical) Head of Department (HOD) and any Supporting HODs. For more information on the roles and responsibilities of a Head or Supporting Head of Department, [SSA Roles and Responsibilities](#)
2. To show the reviewing Institution/Research Governance Officer that sufficient support has been provided (NSW Health [policy PD2010\\_056 \(NSW Health\)](#))

## ▼ Completing Part C

**Discuss with Department Heads:** REGIS is the platform used to provide electronic evidence of Head of Department and Supporting Head of Department support. Applicants should have a discussion with all Heads of Department before completing this application.

- Discuss the project
- Explain what you are requesting from them (e.g. staff time, facilities, equipment, or data access)
- Confirm whether the support will be funded or require in-kind contributions

**Select the Department/s and Locations:** Select from the drop down each department/location involved in the research where resources (e.g., staff, services, or investigations) will be used. It is mandatory for every NSW Health and TAS Health application to include the Head of Department for each person taking on the role of Principal Investigator (PI) or Associate Investigator (AI).

If the study requires the support of any additional departments at the site the Head of Supporting Department must also be included in the application.

For more information see [SSA Roles and Responsibilities](#)

**Confirm the Department Head:** For each department/location, a Head of Department/Supporting Head of Department responsible should appear. If details are missing or need updating complete [this form](#).

**Generate Support Declarations and Notify Department Heads:** Once the Site-Specific Application is completed, the system will create a pre-filled declaration of support for each department head to complete, they will have access to the application including all supporting documents. They will be notified via a system-generated email.

*Applications that have previously been discussed with the Head of Department receive faster electronic support.*

## Instructions

Part A: Project-Wide Information

Part B: Site Team

Site project team members details

Part C: Departments and Services

Part D: Recruitment, Records, Tissue and Data

Part E: Site Costing and Funding

► Introduction

► First time submitting?

► Support Resources

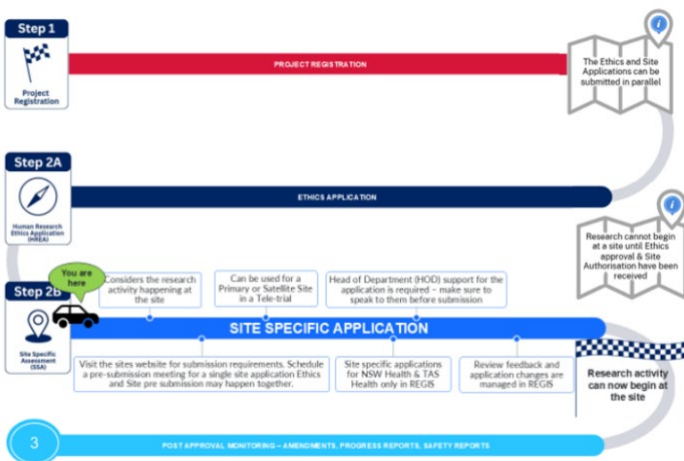
► Registration and Pre-Population

► Document Management

► Submission Process

► Head of Department, Supporting Head of Department Support/Sign Off

► Timeframes for Authorisation



Changes have been made to the Site Specific Application (SSA) in REGIS to improve the readability and in-form guidance and instructions. Only formatting changes have been made, there are no changes to the functionality or questions asked.

The first change users will see is the newly created instructions page. This has been created to provide users with detailed guidance on completing the SSA in REGIS.

This includes information for first time submissions, support resources, what the submission process is, an understanding around Head of Departments and requesting their support and timeframes for authorisation.

A roadmap to applying for ethics and/or site specific applications has also been created which provides a visual representation of the application submission pathway. This roadmap is on the Instructions page and also on the last page, Part G: Declaration, where users can see the end of the submission process.

As users progress through the application, there is information at the top of each page that provides an understanding around what information needs to be provided, how this informs the research governance office during the review process and tips for a smooth application submission.

If you have any feedback regarding these changes, we would love to hear from you!

Email: [REGIS@health.nsw.gov.au](mailto:REGIS@health.nsw.gov.au)