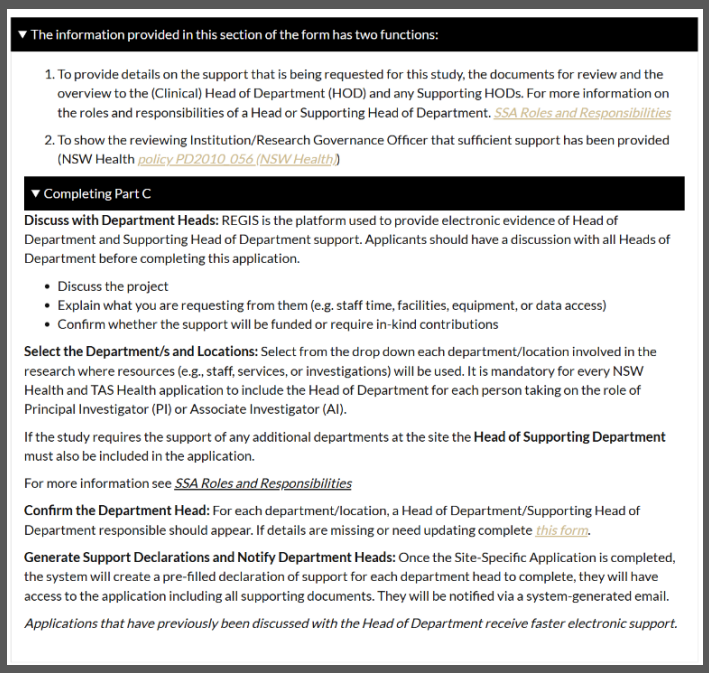
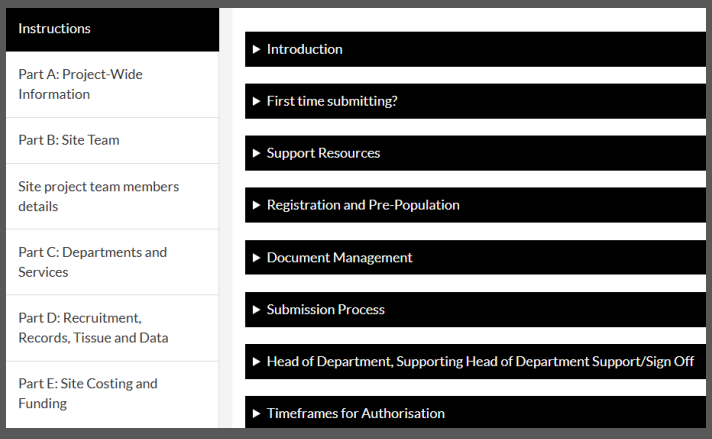
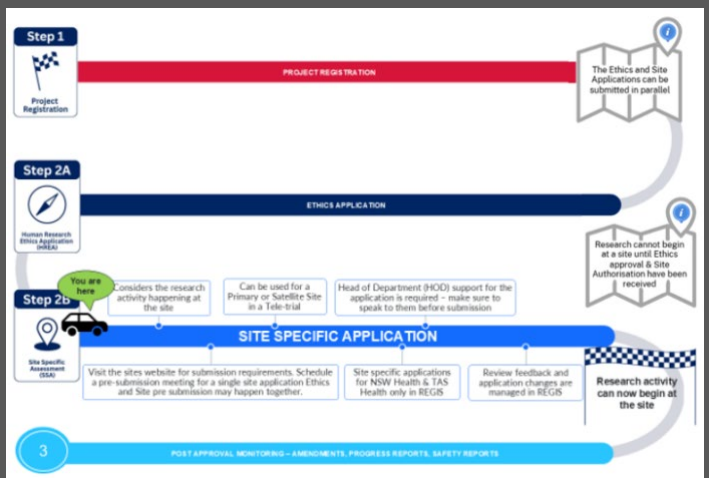
Site Specific Application Formatting Changes

REGIS







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, Par 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!

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