

Completing and submitting an Ethics Application on REGIS

Completing and submitting the HREA (Ethics application) is the second step to the application process on REGIS.

For the first step of the application process- please see “REGIS Project Registration”

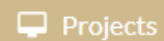
Who can complete the HREA?

The Coordinating Principal Investigator or any user that has been granted **edit access** to the application

- **Please note:** Only the **Coordinating Principal Investigator (CPI)** can submit the research ethics application (**ETH**);

Completing the HREA

1. Log in to REGIS, click on the ‘Projects’ icon on the top right-hand menu bar



2. Click on the Project Number (**2019/PIDXXXXX**)


3. This will then show your Ethics application (**ETH**) and your site application (**STE**)

A screenshot of a web interface showing a table with two columns: "Identifier" and "Title". The table contains two rows of data. The first row has the identifier "2019/ETH12550" and the title "Test 1". The second row has the identifier "2019/STE15829" and the title "Test 1 - The". Below the table, it says "Showing 1 to 2 of 2 entries".

Identifier	Title
2019/ETH12550	Test 1
2019/STE15829	Test 1 - The

Showing 1 to 2 of 2 entries

4. Your application status will show “In Progress”. Click on the application reference number to open and complete the application form.
5. Complete all sections of the form. Mandatory fields are marked with an *. Please note: The HREA is a **smart form**. Depending on your answers to some questions, further questions will generate. If you require assistance with answering the questions. Please do not hesitate to contact the research office at (02) 9845 1253.
6. At the **Upload** section of your application, the protocol that was uploaded at Project Registration will appear. If changes have been made to the protocol since the project was registered, please select “**Clear content selection**” and upload a new protocol. Please ensure that the footer of the document clearly displays the version number and date.

7. Upload any other associated documentation using the  symbol. If unsure of the documents required for your project, please contact the ethics office at SCHN-Ethics@health.nsw.gov.au or (02) 9845 0465

- **Please note: If any of the documents have the version or date in the electronic file name- please REMOVE this prior to uploading. The version and date can be entered in the “Description of the attachment” section**
- Please note the following document upload size limitations on REGIS:

The Overall application	Max. 95 MB
Per document / zip upload at Project Registration	Max. 20MB
Per document / zip upload at HREA (i.e. ETH)	Max. 10MB

If your application is larger than the limitations, please liaise with the research office for alternative submission pathways

8. At the **HREC** section of the HREA, please select the HREC that you wish to submit to. **If this selected incorrectly**, the application will be submitted to the incorrect Research Office. **This could cause delays with your application**
9. Please select the risk pathway that you would like to submit the application at question 4.5. If unsure of the pathway you wish to submit under, please refer to our website or contact us SCHN-Ethics@health.nsw.gov.au
10. Once all sections of the HREA are completed. The CPI can log in, review the application and complete the declaration and generate the HREA document.
11. Once the application has been submitted for review, the status of the ETH application will change to **“submitted”** if the status of the ETH application is **“In Progress”**, the application **has not been submitted** to the Research office

Hints and Tips

1. Please ensure that the person listed as the **Coordinating Principal Investigator (CPI)** in the **HREA** is the same person listed at **Project Registration** as this has system implications if inconsistent.

2. For the person listed as the Coordinating Principal Investigator, **question 1.9.10 MUST BE** answered “Coordinating Principal Investigator” and the answer to **question 1.9.11 MUST BE “YES.”** If not done correctly, this could cause delays with your application.
3. Only the person listed as the **Coordinating Principal Investigator** can complete the Declaration Section and Generate the HREA.
4. Please double check that the **Question 4.4- “Select the HREC or other body you are applying to”** is selected **correctly**. If this is not selected incorrectly, this could cause delays with your application.
5. You can save your changes at any time by clicking this icon 