

# How to Create a New Site Application

This guide is for applicants who have completed Project Registration and have not selected the correct site or wish to add another site prior to approval of their ethics application.

A new site can only be generated when the status of the application is “In Progress.” If your application has been approved, please submit an **amendment**.

**Note:** All Public Health Sites in NSW and ACT that the research is to be conducted at must be listed in the application, or a **Site Specific Application (STE)** will not be generated.

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 has two rows of data. Each row has a small triangle icon to the left of the identifier and a vertical ellipsis icon to the left of the title.

| Identifier                    | Title    |
|-------------------------------|----------|
| <a href="#">2019/ETH12550</a> | Test 1   |
| <a href="#">2019/STE15829</a> | Test 1 - |

4. At the top of the page, select the “New Site” option




5. Select either ACT or NSW Health from the two tabs below and select the + button to add information

A screenshot of a web form. At the top, there are two tabs: 'ACT Health' (selected) and 'NSW Health'. Below the tabs, the text 'Select a Principal Investigator for each Site' is displayed. Underneath this text is a large, empty rectangular input field. At the bottom left of this field, there are two circular buttons: one with a plus sign (+) and one with a minus sign (-).

6. Complete all sections of the form. Mandatory fields are marked with an \*. Once the form is completed, select the “Submit” button.

7. This will create the site application (STE). This form is now ready to be completed and submitted. Once submitted, the STE will be received by the relevant Research Governance Office.

8. Although the STE is generated and completed as per step 7, it is important to make sure that the details of the ETH application remain consistent now that a new site has been added in REGIS. To do this, select the ETH identifier and update any new Principal Investigator details and any other relevant study documentation.

**Note:** To **delete an entry**, select the tick box next to “project centre” and then the minus  button at the bottom of the panel.

