


How to resubmit an Ineligible Application

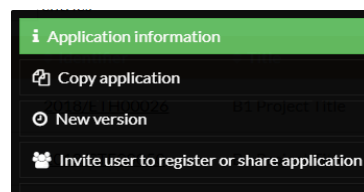
If your ethics application does not meet requirements, it will be ineligible for review. You will receive an email explaining why your application is ineligible.




How do I resubmit the application in REGIS?

1. If you have been asked to complete, change or update documents, complete this step before you log into REGIS
2. Locate your application in 'Projects' and click on the PID Number (2019/PIDXXXXX)

Project identifier	Title
2018/PID00061	B1 Project Title

3. Locate your ETH Number (2019/ETHXXXXX). The status would have changed to 'Ineligible'
4. Click on the three dots next to your ETH application  and select 'New version'



5. A warning message will appear and ask you to add a note to describe why you are submitting a new version e.g. Resubmission after ineligible notification. Then click 'New version'
6. Make requested changes in the Ethics Application and update the HREA if requested
7. You can upload a new document by selecting 'Upload New'.  To upload another document click on the 'Add' icon 
8. You can remove a document by ticking the check box next to the document, then clicking on the 'Delete' icon 
9. Re-submit your application and 'Generate HREA Document'. Your status will now change to 'submitted'. **Please note: Only the CPI can submit the application**
10. Please contact the Research Ethics Office if you have any queries on SCHN-Ethics@health.nsw.gov.au or (02)9845 1253