

Project Registration on REGIS

- Project Registration is the first step of your application. This will generate both your ethics application (**ETH**) and your site specific application(s) (**STE**)
- Anyone can register a project in REGIS, however please note:
 - Only the **Coordinating Principal Investigator (CPI)** can submit the research ethics application (**ETH**); and
 - Only the **Principal Investigator (PI)** for each site can submit the site specific application (**STE**) related to their own site

Definitions:

CPI – The Investigator responsible for the overall conduct of the study

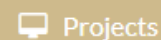
PI – The investigator responsible for the conduct of a research study at a site.

- **Please note that once your project is registered, these details are locked. Please ensure that these details are confirmed before proceeding**
- If you need assistance with registering your project, please contact the ethics office at (02) 9845 1253

How to start & complete your project registration on REGIS?

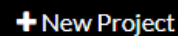
➤ **Step 1**

Log in to REGIS, click on the 'Projects' icon on the top right-hand menu bar:



➤ **Step 2**

Create a new project registration by clicking on "+ New Project":



➤ **Step 3**

Complete the project registration form. You can save your registration at any time to return to later or to complete another section.

There are 5 parts to completing project registration that appear in the panel on the left-hand side of the screen. **Please refer to the next 2 pages for guidance on how to complete these sections.**

PART A: Previous Ethics Application

- If you do not have ethics approval and need both ethics and site specific applications generated, please select “No” at this stage.
- If your project has approval from another HREC and you only need to generate a **site application (STE)**, select “Yes” at question A1 and provide details of your ethical approval. You need to also select “Yes” in response to question A5 (*related to NMA*).

PART B: Project Details

- Provide details of your project.

PART C- Research Site/s

- In order to **generate your site specific application (STE)**, please list all sites that your study will be conducted at. Please list any public health site in NSW or ACT under the respective tabs and private sites or other NMA sites (i.e. Queensland or VIC) under “other health jurisdiction or organisations”
- **If you do not select sites under the appropriate NSW / ACT tabs at this stage, an STE will NOT be generated.**

You must add at least one site in the below table.

Enter a project site to check project centre

ACT Health
NSW Health
Other health jurisdictions or organisations

Nominate the project site/s

+
-

All NSW Public Health Sites **must be listed under the NSW Health tab**

- Please note: Sites listed under “**other health jurisdiction or organisations**” will not generate an STE.

Part D: Coordinating Principal Investigator

- If you are not the Coordinating Principal Investigator for the study, please select “no” and enter the CPI’s organisational email address. If the CPI does not have a REGIS account, select “Invite to Register”
- **Please note: Only the CPI can submit the ethics application.**

Part F: Upload Attachments

- Please upload a copy of the protocol here. If you make changes to the protocol after project registration, please ensure you replace it with the updated version at HREA Q4.1.
- **Finalised** documents can be uploaded here if you wish. There is also the opportunity to upload these documents at HREA Q4.2.
- 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