Instructions for submitting a TAS Annual Site Progress Report through REGIS

Contents

1. Introduction

Note: REGIS system functionality currently only allows for HREC annual progress reports, and does not provide a special function for the submission of annual site progress reports to the research governance office. To ensure annual site progress reports can be submitted efficiently, we have created a system workaround to allow researchers to submit annual site progress reports in REGIS.

The collection of annual site progress reports are necessary for the DoH/THS to meet its obligations for appropriate research monitoring under the National Statement. Annual site progress reports are due on **1 August 2024** and then on **1 May** each subsequent year for the duration for which the project is authorised. To support this important activity, the research governance office will manually create "Milestones" in REGIS for each project at the time of project authorisation. The milestone will be visible in the researcher portal of REGIS and will be labelled **"TAS Annual Site Progress Report"**.
This milestone will enable the site investigator to submit the TAS annual site progress report to the research governance office through REGIS, irrespective of whether or not ethics has been submitted through REGIS. The researchers can access the annual site progress report form by navigating to REGIS's "Milestones" section.

2. Steps for submitting the TAS Annual Site Progress Report to the Research Governance Office (RGO) using the REGIS milestone functionality.
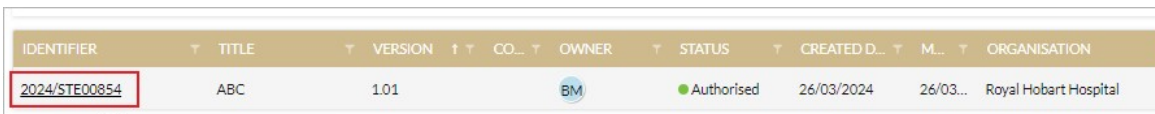
Step 1: Download the research governance annual site progress report template from the [Research Ethics and Governance Resources](#) page and complete it, before starting your REGIS submission.

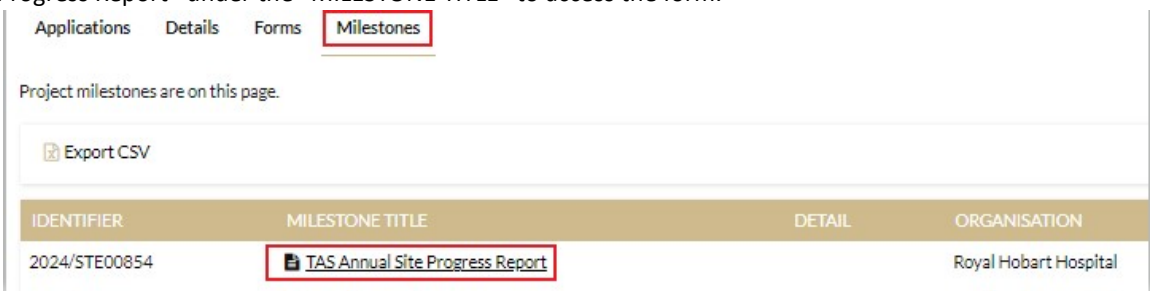**Step 2:** Log into your REGIS account and click on your project ID (e.g., "2024/PID00643").

Step 3: Click the STE identifier (e.g., "2024/STE00854") to access your site application.

Step 4: Navigate to the "Milestones" section located at the top of the page. Click on the "TAS Annual Site Progress Report" under the "MILESTONE TITLE" to access the form.

Step 5: Fill in the project details and click "Next". When prompted, select **"No"** for both questions and click "Next".

Step 6: Click "+Add Document" and upload the research governance TAS annual site progress report that you have completed (see Step 1), certificate of currency (if applicable) and any other additional documents.

Step 6: Click on the "Next" button and "Submit" the form.

After submission, REGIS will send an acknowledgement email. The research governance office will review the application and contact the PI if more information is required.

3. How to respond to a more information-required request.

Once you submit the form, you cannot make any changes to it. If the research governance officer (RGO) requests more information, you will receive an email. A form with a large text box will be generated for you in REGIS under the "Form" section, next to the "Milestones" section. This will allow you to provide a response and attach any necessary documents.

Quick Reference Guide (pdf): Governance Amendment – Responding to a More Information Required Request