

Instructions for submitting a TAS Annual Site Progress Report through REGIS

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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.

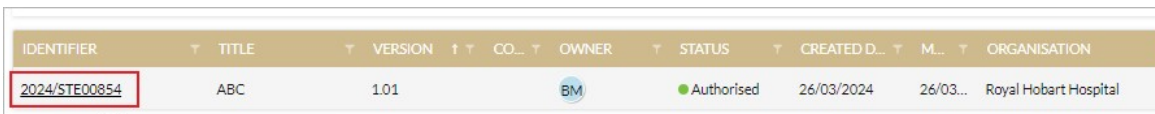
Step 1: Download the research governance annual site progress report template from the [Research Ethics and Governance Resources](#) page and complete it, before starting your REGIS submission.

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



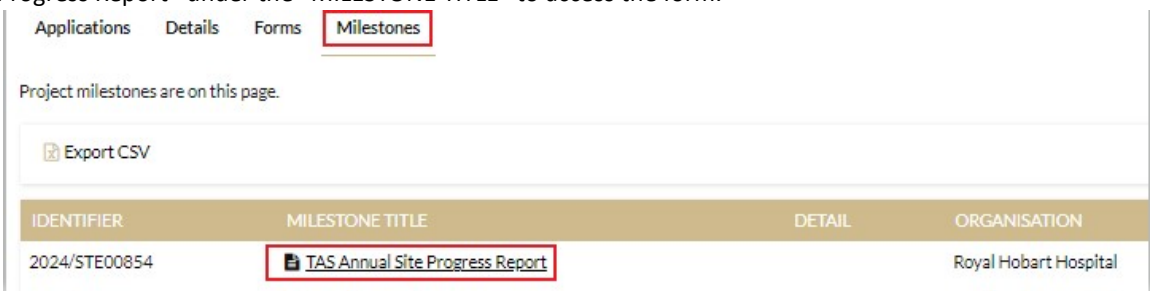
Top 5 projects	
2024/PID00643 ABC	Registered

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



IDENTIFIER	TITLE	VERSION	CO...	OWNER	STATUS	CREATED D...	M...	ORGANISATION
2024/STE00854	ABC	1.01		BM	● Authorised	26/03/2024	26/03...	Royal Hobart Hospital

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.



Applications Details Forms **Milestones**

Project milestones are on this page.

Export CSV

IDENTIFIER	MILESTONE TITLE	DETAIL	ORGANISATION
2024/STE00854	TAS Annual Site Progress Report		Royal Hobart Hospital

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

The screenshot shows the 'NSW Site Recruitment/Data/Samples' step of a form. On the left, a sidebar lists 'Project Details', 'NSW Site Recruitment/Data/Samples', 'Ethics Document Upload', and 'Declaration'. The main content area has a red box around the title 'NSW Site Recruitment/Data/Samples'. Below the title is a 'Previous' button. Two questions are asked: 'Does the study involve recruitment of participants?' and 'Does the study involve the collection of data or tissue samples only?'. Both questions have radio buttons for 'Yes' and 'No', with the 'No' option selected and highlighted by a red box. A yellow note below the questions states: 'As you have selected 'NO' to both options above, please contact your Research Office to clarify your study type.' A second 'Previous' button is at the bottom.

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.

The screenshot shows the 'Ethics Document Upload' step. The sidebar on the left highlights 'Ethics Document Upload'. The main content area has a 'Previous' button and instructions: 'Please upload the HREC noted annual report and any other supporting documents as an email file or .zip file with Document Type of Milestone Report. Only documents related to the submission of this form should be uploaded here. Do not upload documents for amendment or noting. See REGIS quick reference guide: Ethics Amendment - Completing and Submitting'. Below this are two fields: 'Document Type' with a dropdown menu showing 'Milestone Report' and 'Document Descriptor' with a text input showing 'TAS Annual Site Progress Report dated 17 May 2024'. A 'File Name' field contains 'research_governance_annual_site_progress_report.doc' with a red 'x' icon. A note below states 'Maximum file size is 20.00 MB'.

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

The screenshot shows the 'Declaration' step. The sidebar on the left highlights 'Declaration'. The main content area has a 'Previous' button and a declaration text: 'By submitting this report, I confirm the following:'. A list of five bullet points follows, detailing compliance with ethics committees, NHMRC statements, RGO reviews, and safety reports. Below the list is the name 'Bilal Mohammed' and the date 'Friday, May 17 2024'. At the bottom, there is a 'Previous' button and a 'Submit' button highlighted with a red box.

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](#)