

Providing Declarations of Support in REGIS

A declaration of support indicates endorsement of a site specific application before it can be submitted for review by the Research Governance Officer (RGO).

This process is completed electronically in REGIS and replaces the former manual signatory collection process (wet signatures). Acceptance of the application constitutes approval of the SSA from the HOD.

Head of Department Responsibilities

The HOD has responsibility for the operational and financial management of the department or service that is proposed for the project.

The PI must discuss the proposed research project and its resource implications with any HOD (or divisional director or other authority) responsible for the department or service.

The HOD will be asked to confirm support with a declaration that:

- ❖ There are suitable and adequate facilities and resources for the project to be undertaken or to use the services of the proposed department, and they are available for the duration of the project
- ❖ The project has been costed appropriately and there are sufficient funds to cover the costs of conducting or accessing the services for the research within the given department
- ❖ If the HOD is either the PI or a member of the research team, the declaration must be obtained from the HOD's manager or a suitable alternative.

Heads of Department/s (HODs) will review a Site-Specific Application and notify the Principal Investigator (PI) of the outcome of their review (through REGIS). The outcome will be:

- ❖ able to undertake the investigations/ services
- ❖ able to perform the investigations/services indicated, if the following financial assistance is provided
- ❖ unable to undertake the investigations/services indicated, on the following grounds

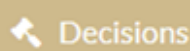
REGIS will automatically send a communication to the PI when all HODs have made a decision.

How to Provide a Declaration of Support in REGIS

Step 1

If you are logging into REGIS home page, you should see a top right gold menu bar with some icons.

Click on the 'Decisions' icon



This icon will take you to a page where the application that have been assigned to you for approval are listed.

Step 2

Click on the Application that you intend to review

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Type	Approval title	Identifier
Head of Department Support for Site Specific Assessment		2018/STE00136

Step 3

You are now in the Decision Details page.

You are presented with the application details such as the Title, Identifier and Site. This section also includes the HOD decision dropdown and comments/conditions or reasons section.

To download the application form and related documents click on the Download Application button to the right of the screen

 Download Application

Step 4

The application and associated documents should have downloaded.

Review the application.

Step 5

Select your decision from the dropdown and provide any comments in the free text field below.

Once you have selected your decision and added your comments, **click on Save**.

A system notification will appear.

✓ Decision details have been saved.

The approval homepage will update to show the outcome.

- able to undertake the investigations/services
- able to perform the investigations/services indicated if the following financial assistance is provided
- unable to undertake the investigations/services