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What's New

Phase 2 of RGS Deployed

RGS has been upgraded, the main focus of Phase 2 was the deployment of the monitoring (post approval/authorisation) forms and publications components **for projects already in RGS**. Other enhancements were also deployed which were detailed below and are now in the [What's new in RGS](#) section of the Help Wiki.

Monitoring Forms (post approval forms)

Monitoring forms (post approval/authorisation forms) including amendments, progress, final and safety reports **for projects already in RGS**.

What projects will require monitoring forms to be completed in RGS?

All projects that have been created in RGS that are being monitored by WA Health HRECs or Research Governance Offices will require monitoring forms to be completed and reviewed via RGS. This includes NMA projects. For more information about the monitoring forms and the submission process see the Help Wiki pages for [Amendments](#), [Safety Reports](#), [Progress Reports](#) and [Final Reports](#). All the user guides available on the [User Guides](#) page in RGS

How do I submit monitoring forms for projects not in RGS?

All projects that are currently outside of RGS will continue to have their monitoring forms processed outside of RGS until they can be migrated into RGS i.e. complete the word documents and email them to the relevant WA Health HREC or RG Office. Migration will occur in late 2018.

Publications

Researchers can now enter details of publications associated with their research projects directly into RGS. Publications have its own tab and there are a wide range of publications that can be associated with a project. This allows researchers to keep a complete record of their outputs from their research project in one spot. For more information check out the [Publications](#) page on the Help Wiki.

Produced by the Research Development Unit, Clinical Excellence Division
Western Australian Department of Health
This and past newsletters are also available [online](#).

Enhancements

A number of enhancements have been deployed into RGS to improve the user experience of the system. These enhancements were identified through user experience sessions run in early 2018 and have been prioritised for implementation by the Business User Group.

My Tasks – This menu has a whole new look, these changes have been made following user experience sessions, to tailor the task menu to suit both researchers and administrative staff. All tasks are on the same screen doing away with current and overdue, so locating your tasks is easier. The task menu has the information in a series of columns that can be sorted and filtered. To sort simply click on the column heading and it will sort the tasks by descending order, click it again and it will sort in ascending order. The filter works by clicking on the filter icon  at the right of the column headings. Select from the column drop down menu or type search criteria into the text box and press enter. To clear the search click the clear filter icon at the far right of the search.

Dashboard – The dashboard is a new function of RGS. There are three dashboards, for Researchers, the Ethics Officers and the Research Governance Officers. The dashboards will show all projects where the person has one of the above roles. It can be filtered to show the different status of the projects. The dashboard will allow you to see the current status of your projects in both the application and monitoring (post approval/authorisation) phases. For researchers it means that you can see where your projects are and which ones require action by you. Administrative staff can filter projects to see what point they are in the review and approval/authorisation cycle.

User Profile – The Qualifications and Expertise section of the User Profile has been limited to 500 words so that only 500 words can populate into Project Details/WAHEAF and the site authorisation form. Every RGS user can update their profile with a CV and GCP certificate (both in pdf format) at the bottom of their profile page. The CV and GCP certificate can be viewed by the HREC members and Research Governance Officers when a project is submitted to them.

Create a Project – This form has been updated to allow the CPI to assign a CPI Delegate when requesting a project workspace. Once the project workspace has been created the CPI Delegate will be sent an invitation and task to join the project.

Forms & Documents Tab - Each project now has two tabs for its forms and documents depending on the stage of the project. The Forms & Documents tab has been renamed Applications and contains forms and documents used to obtain ethics approval or site authorisation for the project. Any forms or documents that need to be submitted after approval/authorisation are done through the Monitoring tab this includes amendments to projects and safety, progress and final reports.

WASM – as per requests of the BUG, the CPI Delegate can now authorise the WASM form on behalf of the CPI.

Documents – Previously in the Applications tab a document placeholder was automatically created if the HREC or RGO gave a document a review status of AIRed (Additional Information Required). This placeholder could be used to upload a new version of the document as the placeholder contained all the metadata about the previous document. This function was rarely used by researchers as the most common practice was to just add a new document leaving the placeholders in the Active section, not used, with researchers having to delete them at a later date. This automatic function has now been removed, so the 'Add' button is always used to add a new version of a document. Also when documents are created in RGS, in either the Applications or Monitoring tabs, they are authorised automatically by the person adding them regardless of their role in the project.

SSA Form – An email notification will now be automatically sent to the PI to sign the SSA Form when the form is marked complete.

Letters tab – There is now a 'Close' button at the bottom of the letter which will take you back to

the Letters tab. The grids in the Letters tab are now sortable. A tooltip has also been added for the EEOs and RGOs on how to Attach Documents to Letters.

Complaint – There have been minor changes to the Complaints section of RGS to improve its functionality in the administrative section of the complaint. These updates have all been included in the user guide for reviewing a complaint.

Summary Tab – There has been a minor change to this tab so that the Project Summary has been relocated to the bottom of General Project Details, this allows for a more even distribution of the columns and text in the section.

Additional Guidance – Additional blue text has been added on the screens when submitting External Ethics to RGO. A reference to my projects has also been added in the New Project Confirmation Email.

Ethics Tab - Allow EEO (RGO NMA) to Update Project Ethics Approval Status when there is a pending RGO validation except for the status of Withdrawn.

Announcements and Events

Announcements and Events can be found at the bottom of the RGS Home page. This section provides information on recent policy updates, RGS notifications, newsletters as well as current conferences, seminars and training opportunities.

Changes to the NHMRC's website

The [NHMRC website](#) has been updated. [Research policy](#) and [publication search](#) are the main links for research related information. All the NHMRC publications links in RGS have been updated.

How can I provide feedback on RGS?

If you wish to provide feedback on RGS please contact your local WA Health RGS Business User Group (BUG) Member listed below. If you are external to WA Health please contact RGS.support@health.wa.gov.au.

Health Service Provider / DoH	Research Director / Delegate	Researchers / Administrators
DoH	Anita John	Angela Ives
CAHS	Peter Richmond	Leslie Banfield, Jennifer Kent
EMHS	Graham Hillis, Daniel Fatovich	Nadine Leembruggen, Amanda Carter
NMHS	Aron Chakera, Flavie Waters, Jeff Keelan	Louise Hay, Sean Howarth
SMHS	Selina Metternick-Jones	Caroline Stone, Chris Judkins
WACHS	Won Park	Franca Leigh, Sophia Carroll

The BUG meets every 2 months to provide input into the development of RGS. The next meeting will be 22 November 2018