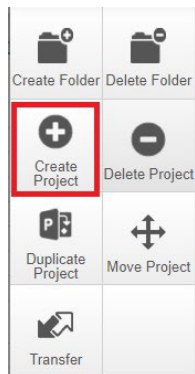


NAVIGATING iRECS

New Application – Defence Export Controls

1. To create a new project (application), click on **Create Project** on the left-hand navigation panel.



2. Enter your **Project Title** (i.e. research project name) and select **Defence Export Control Application**, click **Create**.

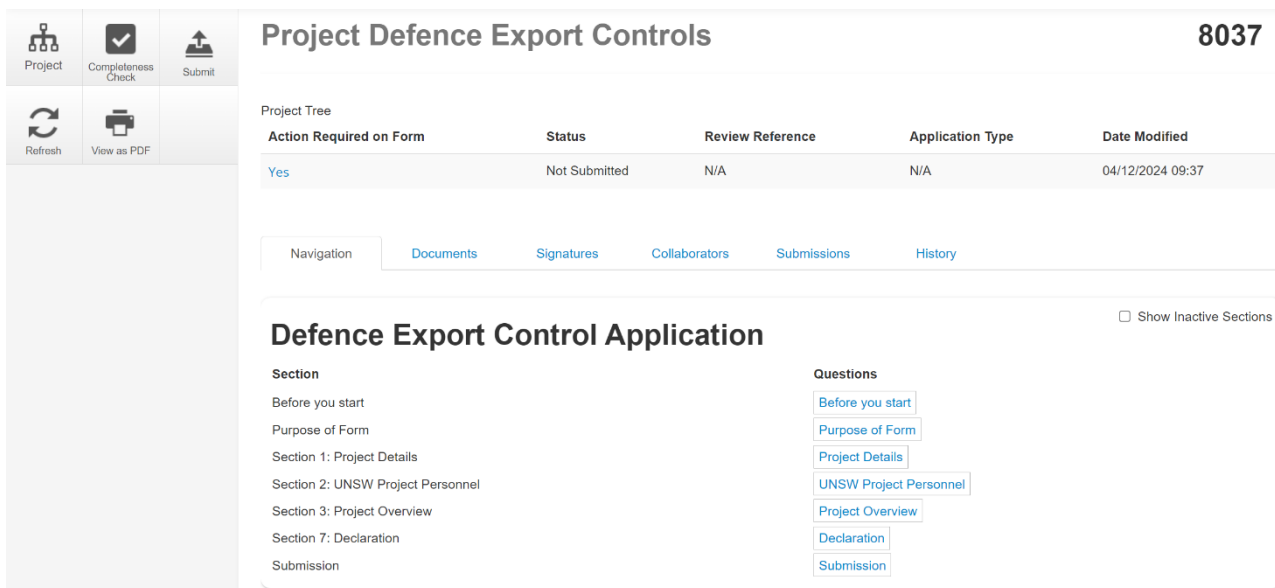
Create Project ×

Project Title* (Max 200 characters)

Form*

[Create](#)[Close](#)

3. You will arrive at the following page:



The screenshot shows the 'Project Defence Export Controls' page. The page title is 'Project Defence Export Controls' with a count of '8037'. The page is divided into several sections:

- Project Tree:** A table with columns: Action Required on Form, Status, Review Reference, Application Type, and Date Modified. The table contains one row: 'Yes', 'Not Submitted', 'N/A', 'N/A', '04/12/2024 09:37'.
- Navigation:** A set of tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'History'.
- Defence Export Control Application:** A section with a 'Show Inactive Sections' checkbox. It lists sections and questions:

Section	Questions
Before you start	Before you start
Purpose of Form	Purpose of Form
Section 1: Project Details	Project Details
Section 2: UNSW Project Personnel	UNSW Project Personnel
Section 3: Project Overview	Project Overview
Section 7: Declaration	Declaration
Submission	Submission

4. **Optional – Invite Collaborators:** At this stage, you can invite collaborators to complete the application form by clicking on **Roles**. A pop-up will appear, enter each collaborator's **name/email address**, and their **access type** ('Read', 'Read & Write' OR 'Read, Write & Submit'). Click on the **+** button to add another collaborator to the list, repeat the process until all collaborators are added. Click **Share Role** to complete the process.

Note: Only the **Project Lead/Supervisor** should be granted '**Read, Write & Submit**' access.

Note: Ideally, the **Project Lead/Supervisor** should be the one creating and submitting each iRECS application, as they are responsible for what is declared in each application. If you are filling in the iRECS application on behalf of a **Project Lead/Supervisor**, you need to transfer the record to the **Project Lead/Supervisor** to complete the necessary declarations and review the application before submission. See "Transferring iRECS Projects" for transfer instructions.

The screenshot shows the 'Project Gene Editing A' interface. The 'Roles' tab is selected in the top navigation bar. A 'Share Roles' pop-up window is open, displaying a list of email addresses and their assigned access levels. The 'Share Role' button is highlighted with a red box.

Email Address	Access Level	Action
collaborator1@unsw.edu.au	Read & Write	+
collaborator2@unsw.edu.au	Read	- +
collaborator3@unsw.edu.au	Read & Write	- +

Note: This form has not yet been shared with anyone

Share Role Close

5. To commence your application process, click on the **Before you start** hyperlink.

Defence Export Control Application

Section

Before you start
 Purpose of Form
 Section 1: Project Details
 Section 2: UNSW Project Personnel
 Section 3: Project Overview
 Section 7: Declaration
 Submission

Questions

Before you start
 Purpose of Form
 Project Details
 UNSW Project Personnel
 Project Overview
 Declaration
 Submission

6. Note the different functionalities on the page. You can navigate to the next page by clicking on **Next page/Next** or **Previous page/Previous** buttons at the bottom or left-hand panel of the screen. Click **Next page/Next**.

← Previous

Next →

📍 Navigate

Defence Export Control Application

Project Title: Project Defence Export Controls

8037

Version: Beta

View as PDF
 Documents
 Signatures

Save
 Collaborators
 Completeness Check

Submit

Before you start

Note: Below is some helpful guidance completing this form. Please note that the session will time out after 30 minutes of inactivity. It is advised that you regularly save to ensure no content is lost. The form accepts plain text only (no special formatting). You can upload attachments to the form if special formatting is required (e.g. charts, illustrations etc.)

- Save** To save your form progress select the **'Save'** button. Note: iRECS sessions will expire after 30 minutes of inactivity. Note: (i) iRECS will auto-save form content upon clicking on the **"Previous"** and/or **"Next"** buttons and, (ii) the **'View As Table'** feature in the main form will only become activated (i.e. populate with specified data) after the form content is saved.
- Navigate** To return to the form navigation screen select the **'Navigate'** button. Here you can see all information associated with the project including the history of submissions, correspond with RECS secretary and create sub forms.
- Roles** To share access to this form select the **'Roles'** button or the **'Assign Role'** button listed against the personnel fields. You can choose what permissions (read, write, and/or submit) each user receives.
- Collaborators** To view which users currently have access to this form select the **'Collaborators'** button. This will show the level of access each user has to your form.
- Completeness Check** To perform a completeness check (checks mandatory questions are answered), select the **'Completeness Check'** button.
- View as PDF** To view your form as a PDF, select the **'View as PDF'** button.
- Submit** To submit your completed form, select the **'Submit'** button.

7. Select the **appropriate form** you intend to submit, then click **Next Page**.

← Previous

Next →

📍 Navigate

Defence Export Control Application

Project Title: Project Defence Export Controls

View as PDF
 Documents
 Signatures

Save
 Collaborators
 Completeness Check

Submit

Purpose of Form

Specify the form you intend to submit

Notification of DSGL Activity
 Notification of Export Permit Activity

Previous page

Next page

Form 1: Notification of DSGL Activity

- This form is to be used to:
 - Inform Research Ethics & Compliance Support (RECS) about your proposed dealings with controlled goods, software, or technology as listed in the Defence & Strategic Goods List (DSGL) or services related to items in the DSGL.
 - Demonstrate due diligence with export control obligations if you are conducting your activity under an exception such as 'fundamental research'.
 - Assist you in determining whether an export permit is required for your proposed activity.
 - Inform RECS of your intention to operate under the AUKUS Licence Free environment.
 -

Form 2: Notification of Export Permit Activity

- This form is to be used to:
 - Inform Research Ethics & Compliance Support (RECS) of activities performed under a valid export permit.
 - Comply with record-keeping requirements as per the Defence Trade Controls legislation.
8. Complete all relevant fields of the **form**. Click **Next page** once complete. **Tip:** Save your progress by clicking on the **“Save”** button on the left-hand panel to save your progress and/or complete your application next time.
9. For the **Project Personnel** section, specify the **Project Chief Investigator** by entering the **Chief Investigator’s name** into the **search box**, their details will then auto-populate in the details fields. Complete their contact number.

UNSW Project Personnel

1. Chief Investigator

Please note: For listed personnel to [view](#) this application, **you must** provide them with 'collaborator' access using the blue '[Assign Role](#)' button on the right-hand side. If you have already assigned personnel with collaborator access and wish to **amend** their access (e.g. to include 'edit' rights), please click the '[Roles](#)' button on the right-hand side to remove their access and then **re-add** their role and specify the correct level of access you wish to grant them.

Search User

Title Ms

First Name Samela

Surname Husakovic

zID z[]

Contact Number 123456

Email z[]@ad.unsw.edu.au

Faculty / Division Division of Research & Enterprise

School / Department Research Ethics and Compliance

10. Next, enter the **name of each UNSW project personnel and/or student** involved in the project into the **search box**, the project personnel details will then auto-populate in the details fields. Ensure you select the **role of the project**.
Tip: Save your progress by clicking on the **“Save”** button on the left-hand panel to save your progress and/or complete your application next time.

11. Click **Add Another** and repeat the above process until you have all project personnel added.

Add Another

3. Other Personnel

Please note: For listed personnel to view this application, you **must** provide them with 'collaborator' access using the blue 'Assign Role' button on the right-hand side of the form.

If you have already assigned personnel with collaborator access and wish to **amend** their access (e.g. to include 'edit' rights), please click the 'Roles' button on the left-hand panel. You will need to first remove their access and then **re-add** their role and specify the correct level of access you wish to grant them.

Search User	<input type="text"/>
Title	<input type="text" value="Mrs"/>
First Name	<input type="text" value="Leonne"/>
Surname	<input type="text" value="Thompson"/>
Role in Project	<input type="text" value="Co-supervisor"/>
Contact Number	<input type="text" value="123456"/>
zID	<input type="text" value="z"/>
Email	<input type="text" value="z@ad.unsw.edu.au"/>
Faculty / Division	<input type="text" value="Division of Research & Enterprise"/>
School / Department	<input type="text" value="Research Ethics and Compliance"/>

12. For the **Declaration** section, enter the name of the **relevant Head of School (HoS)** into the **search box**, the HoS will then auto-populate in the details fields. The nominated HoS will be notified upon submission of your application. Click **Next**.

Declaration

Head of School/Centre

Please nominate your head of school/centre to be notified upon approval of this application.

V S : @unsw.edu.au

Title Sci

First Name V

Surname S

Email : @unsw.edu.au

Previous page Next page

13. You have now completed your application. To save your application, click **Save**, then click the **Completeness Check** button to ensure all sections have been completed.

Note: If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you need to transfer the record to the Project Lead/Supervisor at this stage to complete the necessary declarations, review and then submission. A Project Supervisor is ultimately responsible for what is declared in each submitted application. See "Transferring Records" transfer instructions.

Defence Export Control Application 8

Project Title: Project Defence Export Controls

Ve

Previous Next Navigate

View as PDF Documents Signatures

Save Collaborators **Completeness Check**

Submit

Submission

Note: Below is some helpful guidance completing this form. Please note that the session will time out after 30 minutes of inactivity. It is advised that you regularly save to ensure no content is lost.











To save your form progress select the **'Save'** button. Note: iRECS sessions will expire after 30 minutes of inactivity.

To perform a completeness check (checks mandatory questions are answered), select the **'Completeness Check'** button.

To submit your completed form, select the **'Submit'** button.

Previous page Next page

14. Should the completeness check indicate that your application is complete, click **Submit** to submit your application.

 Previous	 Next	 Navigate
 View as PDF	 Documents	 Signatures
 Save	 Collaborators	 Completeness Check
 Submit		

Defence Export Control Application

Project Title: Project Defence Export Controls

8037

Version: Beta

Submission

Note: Below is some helpful guidance completing this form. Please note that the session will time out after 30 minutes of inactivity. It is advised that you regularly save to ensure no content is lost.

To save your form progress select the **'Save'** button. Note: iRECS sessions will expire after 30 minutes of inactivity.
To perform a completeness check (checks mandatory questions are answered), select the **'Completeness Check'** button.
To submit your completed form, select the **'Submit'** button.

[Previous page](#)[Next page](#)

- Optional:** You can download a copy of the completed application (you can also do this pre-submission) by clicking on the **View as PDF** button. A pop-up will appear, **check/uncheck** the **With tabular summaries** option, then click **View**. A PDF report will then be generated.

FURTHER SUPPORT

- If you have any iRECS login or technical issues, please contact UNSW IT Services at itservicecentre@unsw.edu.au or (02) 9385 1333.
- For any queries, regarding the Defence Export Control application and/or review process, please contact:
Export Controls: exportcontrols@unsw.edu.au