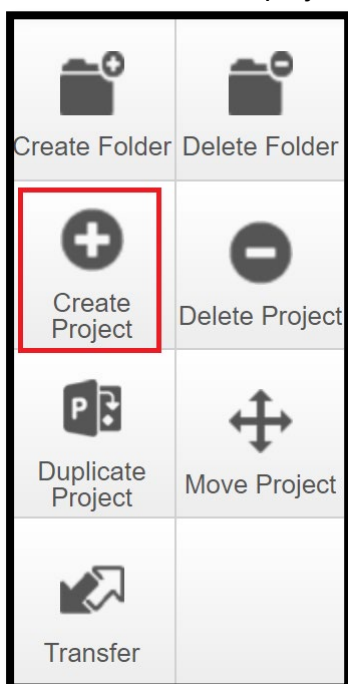
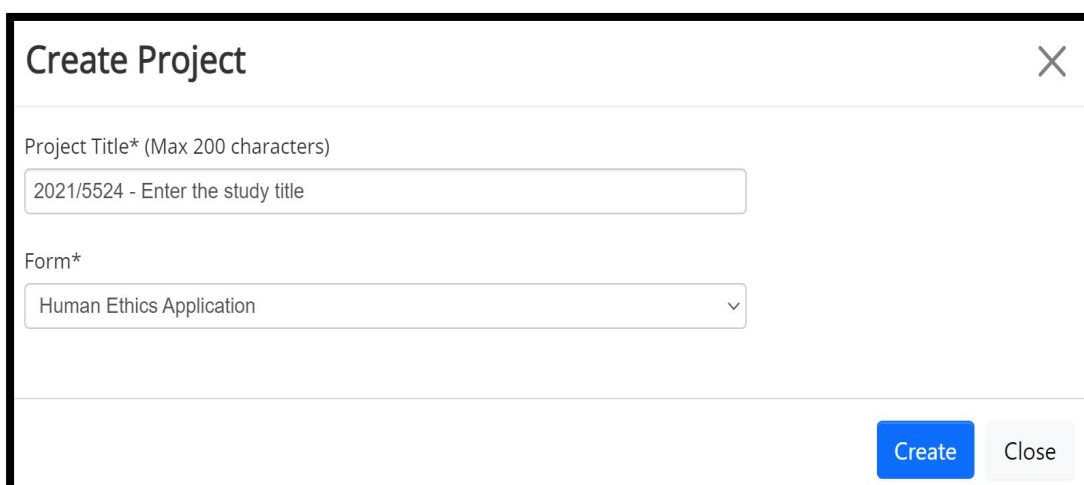


External Ethics Approval Submission Process

1. [Login to iRECS](#)
2. Select create a new project.



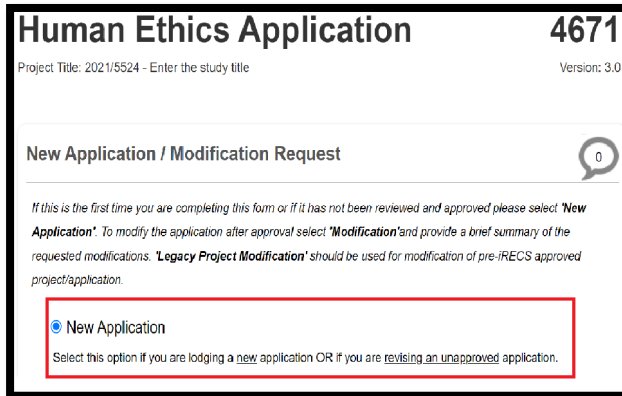
3. In the project title field, enter the HREC approval reference number followed by the study title.
4. Select the human ethics application from the drop-down menu in the form field and select Create.



A screenshot of a 'Create Project' form. The form has a title bar with a close button (X). It contains two main input fields: 'Project Title* (Max 200 characters)' with the text '2021/5524 - Enter the study title' and 'Form*' with a dropdown menu showing 'Human Ethics Application'. At the bottom right, there are two buttons: 'Create' (blue) and 'Close' (grey).

5. Select the human ethics application from the drop-down menu in the form field and select Create.
6. Select the before you start hyperlink and read through the relevant instructions, then select the next page button to proceed to the new application/modification request page.

7. Select the radio button next to the new application option.



Human Ethics Application 4671
Project Title: 2021/5524 - Enter the study title Version: 3.0

New Application / Modification Request

*If this is the first time you are completing this form or if it has not been reviewed and approved please select **New Application**. To modify the application after approval select **Modification** and provide a brief summary of the requested modifications. **Legacy Project Modification** should be used for modification of pre-RECS approved project/application.*

New Application
Select this option if you are lodging a new application OR if you are revising an unapproved application.

8. Check the box next to the external ethics submission option.
9. Complete all relevant details within the form until the completeness check is completed, and then submit the application.