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.

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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 Form]

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.