

Organising Your iRECS Work Area

iRECS Work Area (Standard Layout)

1. Navigate to iRECS Applicant Portal.
2. Login to the iRECS platform by clicking on the relevant button below. All UNSW staff, students, conjoints, and affiliates (i.e. those with a UNSW email address) can access the iRECS Applicant Portal using your existing login credentials. No registration is required.



Research Ethics Manager (Applicant)

Select Login Method

I am a member of the university and have a university email address.

[University Login](#)

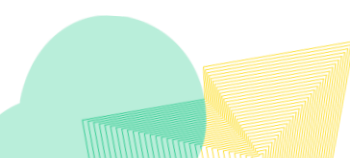
I am external to the university and do not have a university email address.

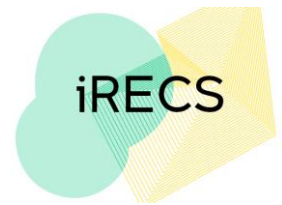
[External Login](#)

Note: If you are an external collaborator and need access to iRECS to collaborate on an ethics application, you will need to have an iRECS External User account created. Please contact the relevant Ethics team (see Further Support section for contact details) for any external user account creation requests.

3. This is the default work area view once you log in.

The screenshot shows the iRECS Applicant Work Area interface. At the top, there is a navigation bar with 'iRECS (Applicant)', 'Work Area', 'Contacts', and 'Help'. The user's name 'Ms Cecilia Ting' is displayed in the top right corner. Below the navigation bar, there is a sidebar with several icons and labels: 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main content area is titled 'Work Area' and contains four summary cards: 'Notifications' (0), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). Below these cards, there is a section titled 'Project Folders' with a card labeled 'All Projects' showing a count of 2.





4. In the default view, your projects (applications) are organised in list form.

Projects

	Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
>	Project CRISPR	407	Ms Cecilia Ting	21/11/2022 10:49	21/11/2022 10:49	
>	Project ABCD	406	Ms Cecilia Ting	21/11/2022 10:47	21/11/2022 10:47	

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 iRECS Human Ethics, Clinical Trials, Animal Ethics, Gene Technology, Radiation Safety or Drones application approval and/or review process (incl. external user account creation request), please contact:
 - Human Ethics: humanethics@unsw.edu.au (iRECS module launch date TBC)
 - Clinical Trials: clinicaltrials@unsw.edu.au (iRECS module launch date TBC)
 - Animal Ethics: animalethics@unsw.edu.au (iRECS module launch date TBC)
 - Gene Technology: genetechnology@unsw.edu.au (iRECS module to launch in Jan 2023)
 - Radiation Safety: radiationsafety@unsw.edu.au (iRECS module to launch in Jan 2023)
 - Drones: drones@unsw.edu.au

