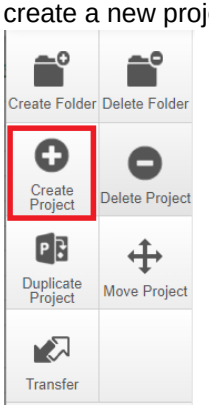
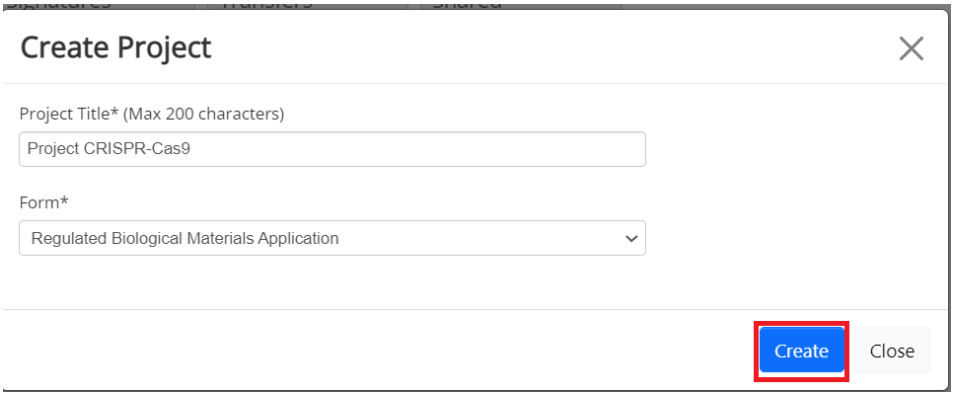
**NAVIGATING iRECS**

## New Application - Gene Technology/Regulated Biological Materials

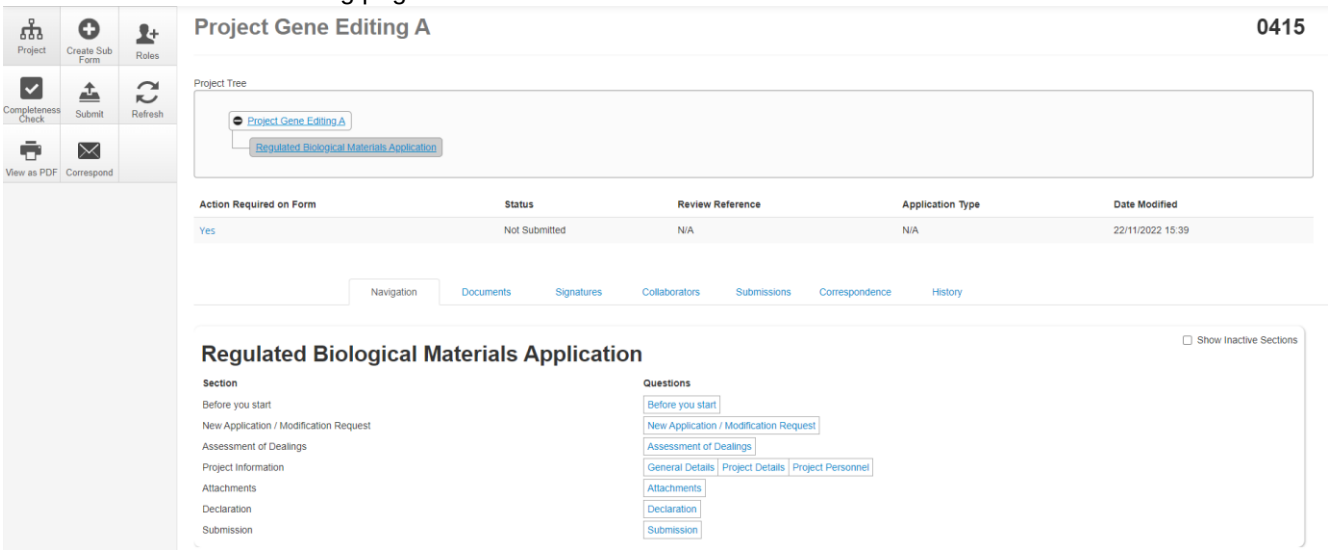
1. To create a new project (application), click on **Create Project** on the left-hand navigation panel.




2. Enter your **Project Title** (i.e. research project name) and select **Regulated Biological Materials Application**, click **Create**.



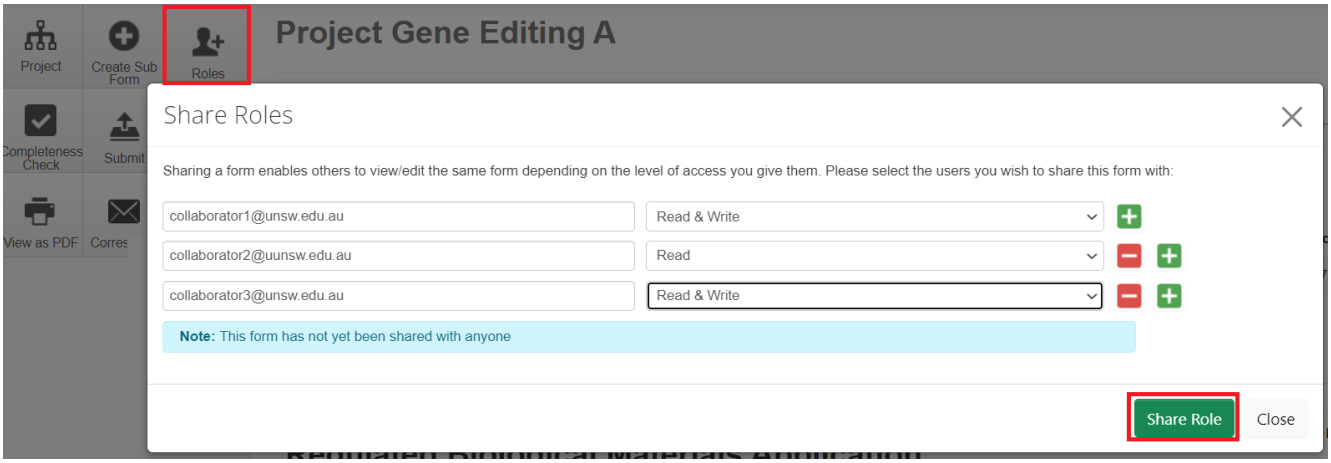

3. You will arrive at the following page:



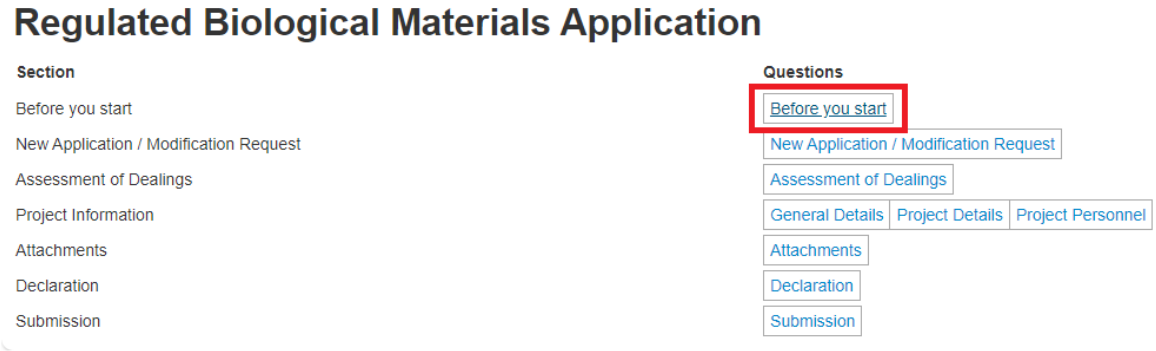

4. **Optional – Invite Collaborators**: At this stage, you can invite collaborators to complete the application form by clicking on **Roles**. A pop-up will appear, enter each collaborator's **name/email address**, and their **access type** (*'Read', 'Read & Write' OR 'Read, Write & Submit').* Click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

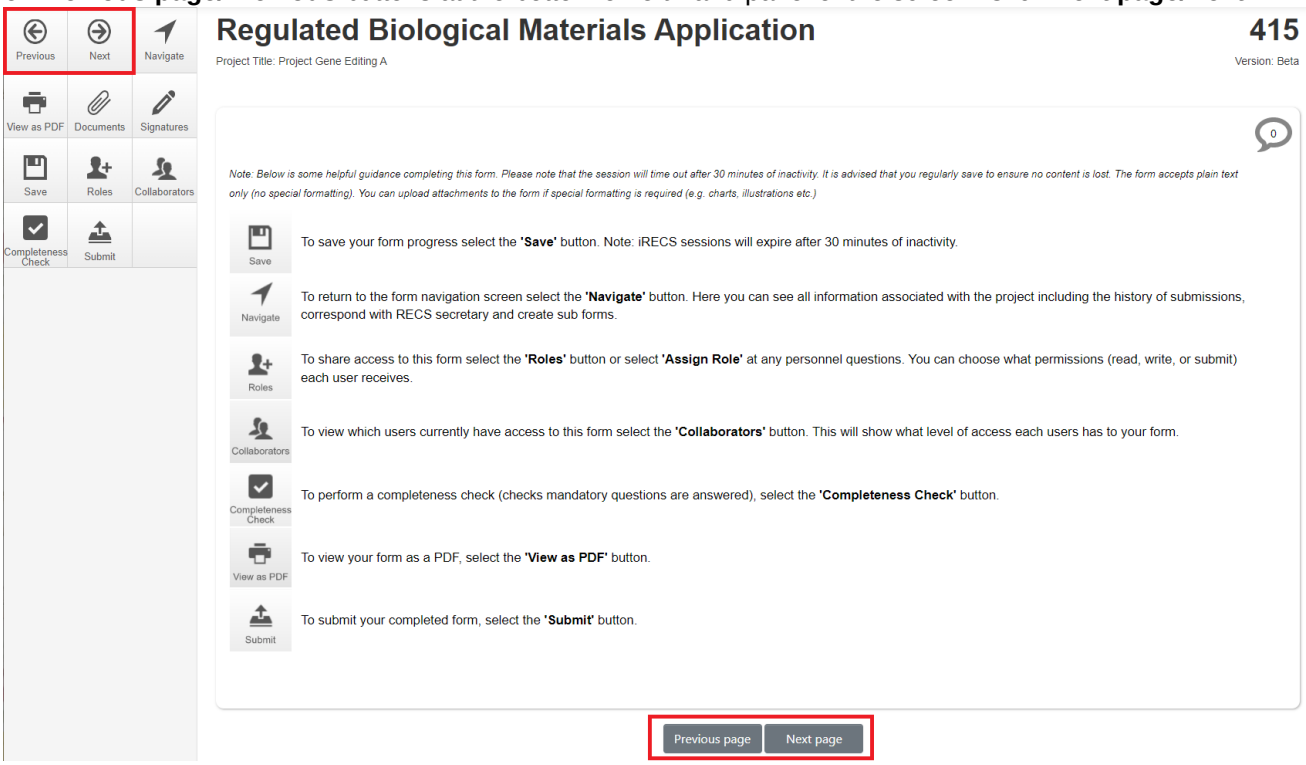
   ***Note:*** *Ideally, the Project Lead/Supervisor should be the one creating and submitting each iRECS application, as they are responsible for what is declared in each application. If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you need to transfer the record to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



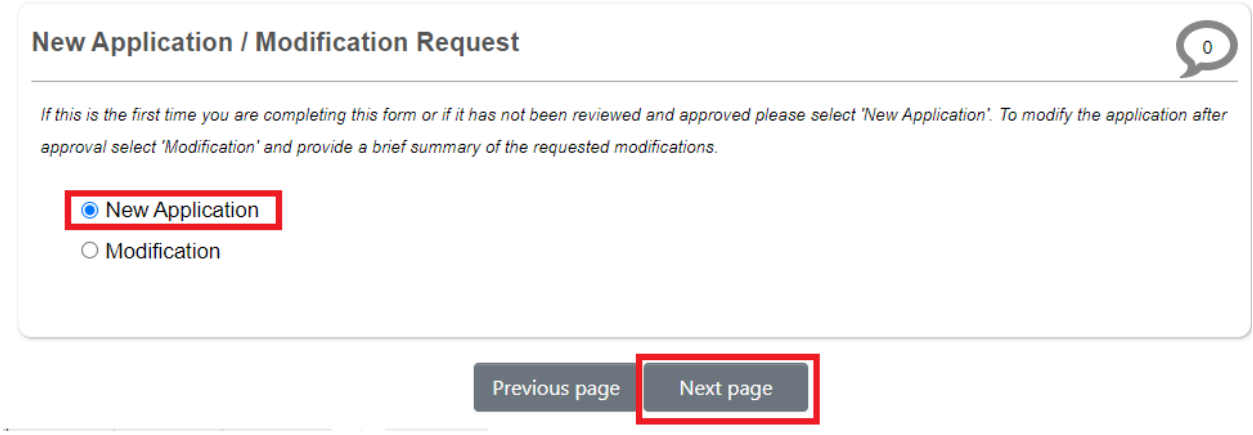

5. To commence your application process, click on the **Before you start** hyperlink.



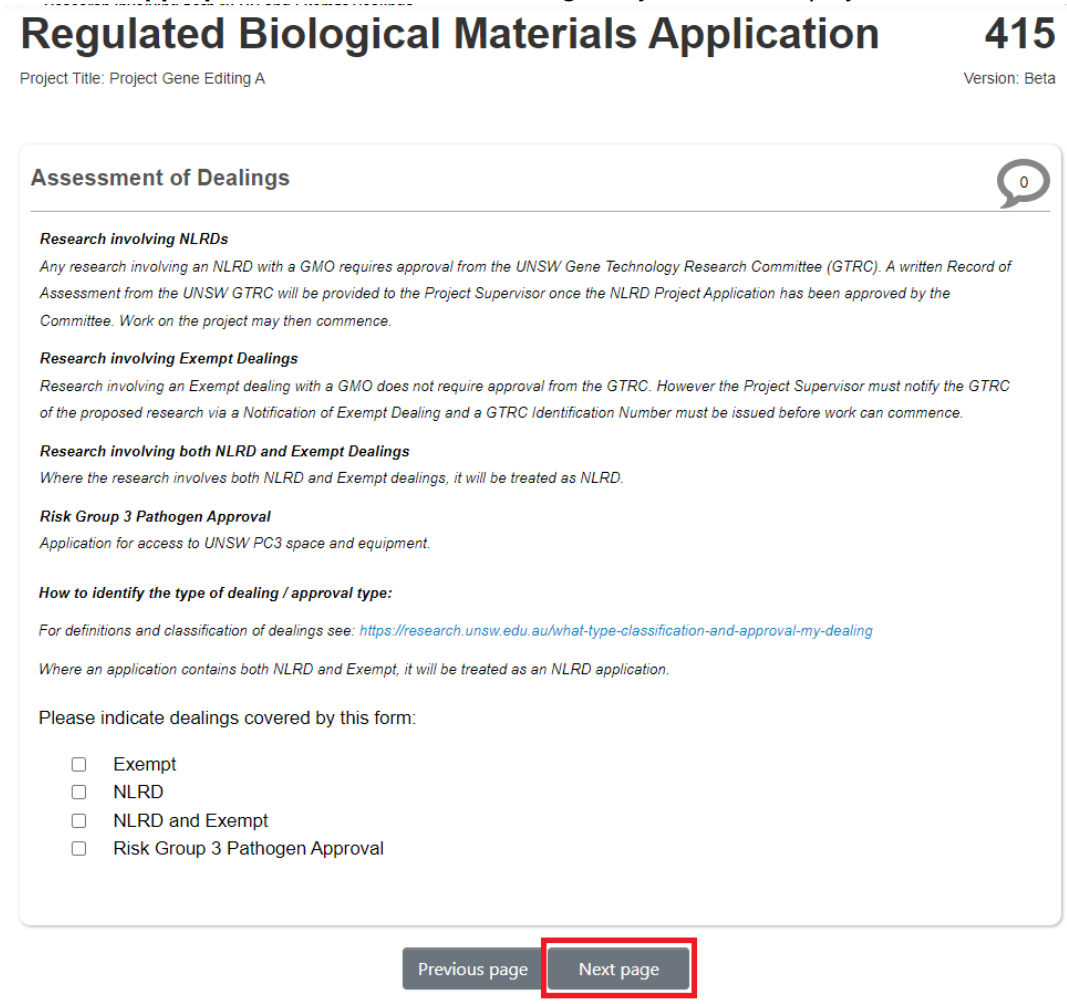

6. Note the different functionalities on the page. You can navigate to the next page by clicking on **Next page/Next** or **Previous page/Previous** buttons at the bottom or left-hand panel of the screen. Click **Next page/Next**.



7. Select **New Application** and click **Next Page**.

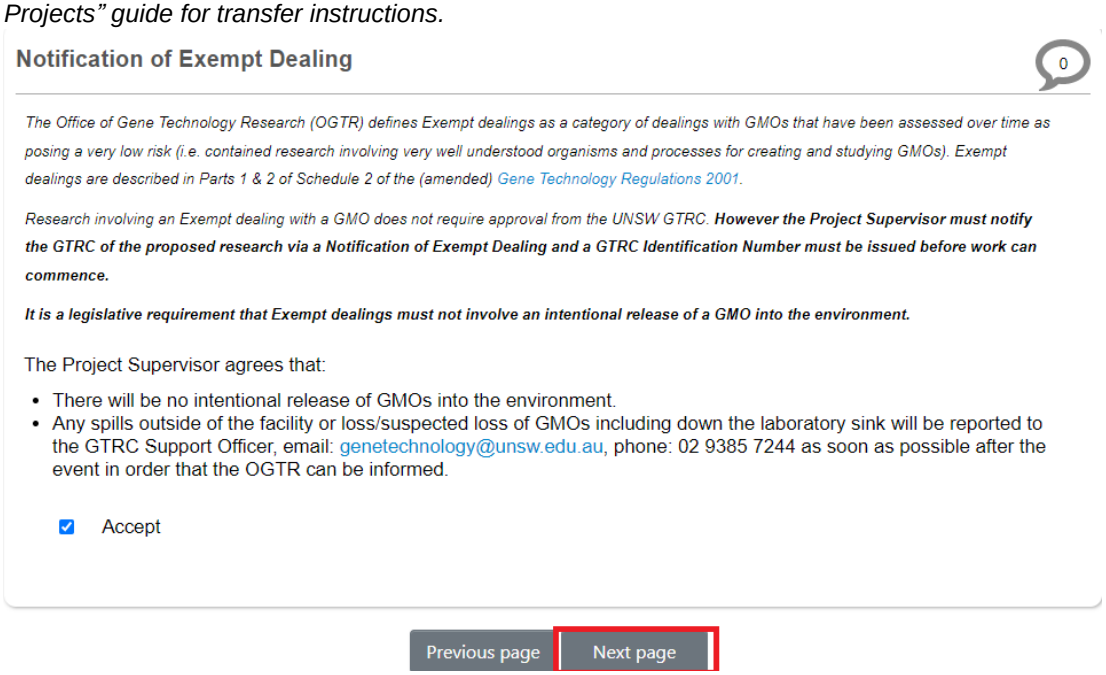



8. Select the **appropriate Assessment of Dealings** for your research project, then click **Next Page**.



9. For projects involving **Exempt** dealings, you (i.e. Project Lead/Supervisor) are required to complete the following declaration. Check the **Accept** checkbox and click **Next Page**.

   ***Note**: If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you should advise the Project Supervisor to complete this section upon transferring the record to him/her for review and then submission. Note also that a Project Supervisor is ultimately responsible for what is declared in each application. See the "Transferring iRECS Projects" guide for transfer instructions.*

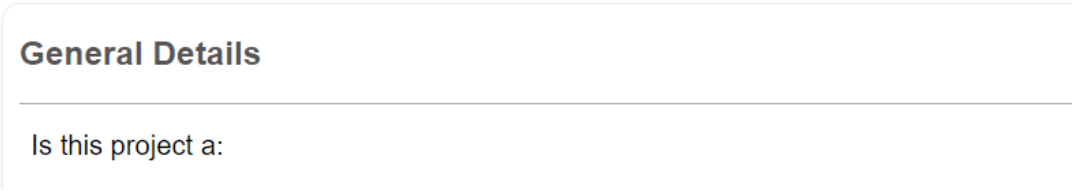






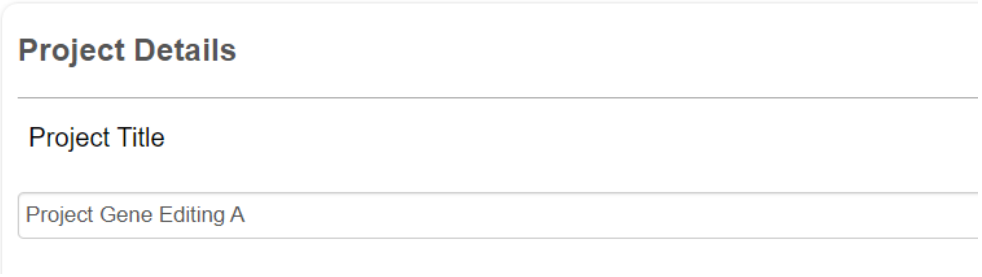
10. Complete all relevant fields of the **General Details** section of the web form. Click **Next page** once complete.

    ***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.*

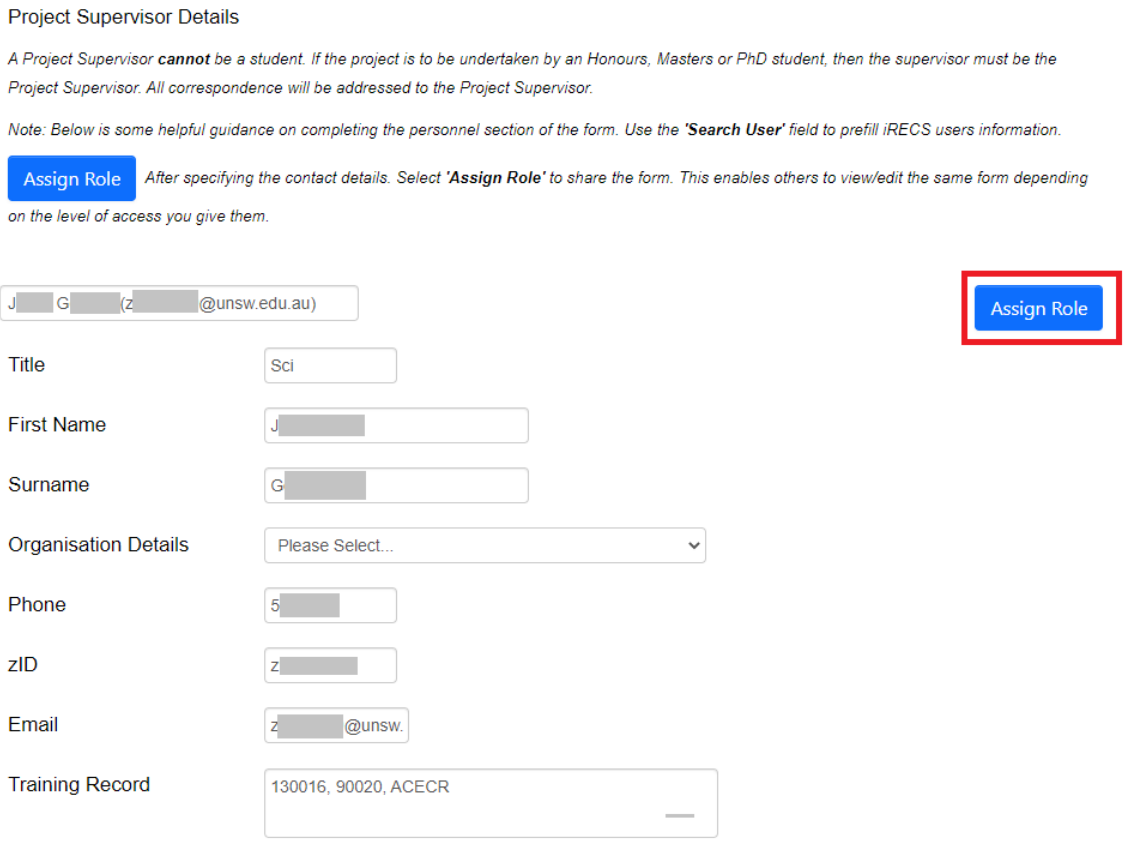



11. Complete all relevant fields of the **Project Details** section of the web form. Click **Next page** once complete.

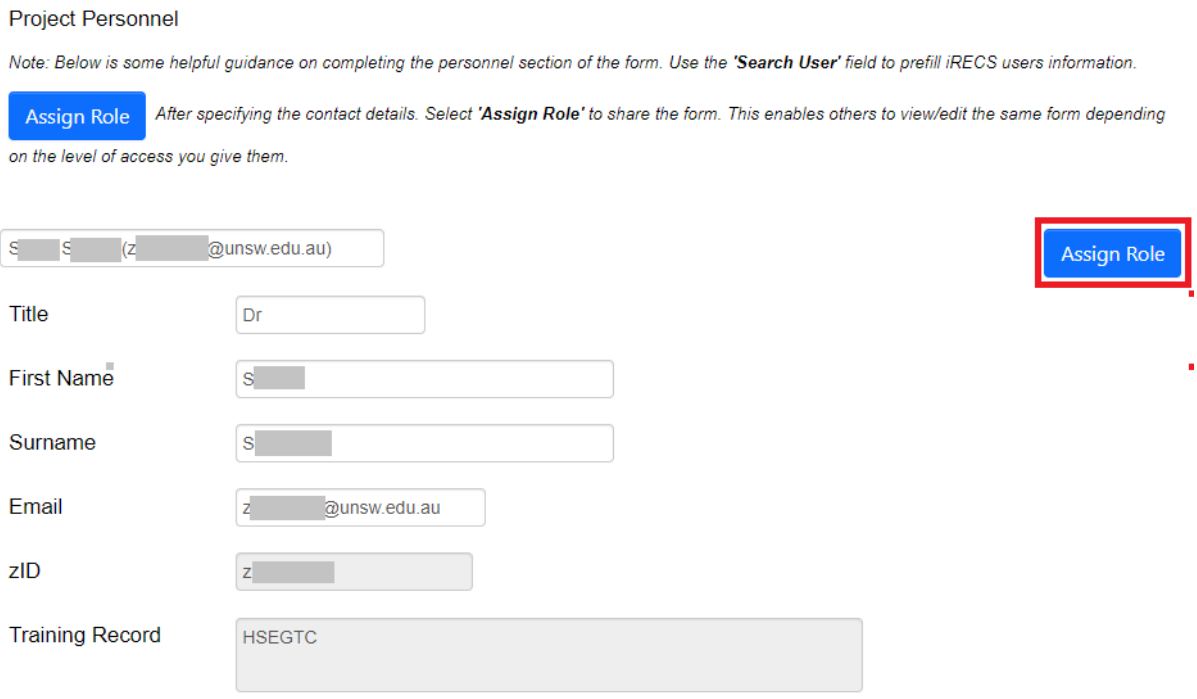
    ***Tip**: Save your progress by clicking on the "**Save**" button on the left-hand panel to save your progress and/or complete your application next time.*



12. For the **Project Personnel** section, specify the **Project Supervisor/Lead** by entering the **supervisor's name** into the **search box**, the supervisor's details will then auto-populate in the details fields. Specify the supervisor's **Organisation Details** from the drop-down list. Click **Assign Role**.

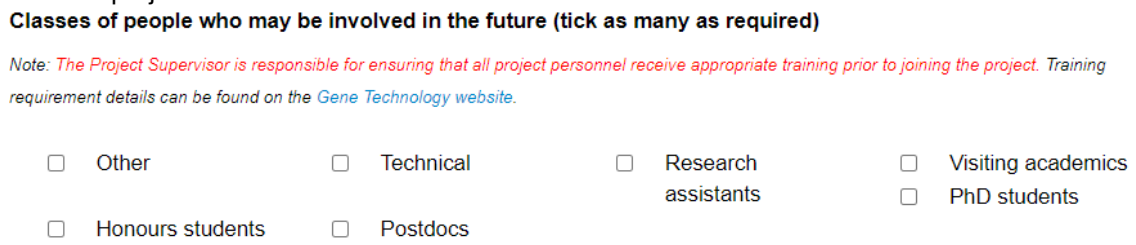



13. Next, enter the **name of each researcher and/or student** involved in the project into the **search box**, the project personnel details will then auto-populate in the details fields. Click **Assign Role** to share the form with said personnel.
***Note**: You will not be prompted to complete this section if you declare **Exempt** in the Assessment of Dealings section.*
***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.*

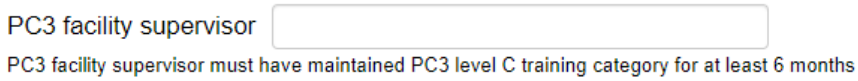



14. Click **Add Another** and repeat the above process until you have all project personnel added.

15. Depending on the **Assessment of Dealings** you indicated, you may be required to specify additional personnel details. E.g.:
    - If you declare *NLRD* or *NLRD and Exempt*, specify all the classes of people who will be involved during the life of the project.

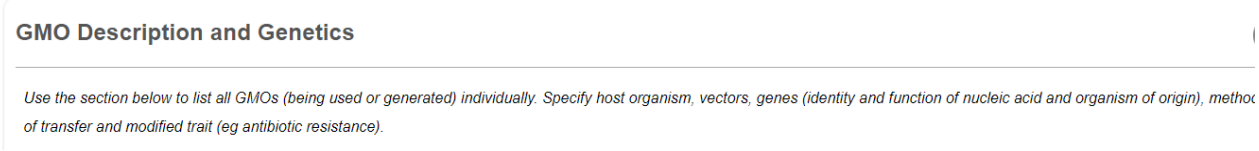



    - *If you declare Risk Group 3 Pathogen Approval, you are required to specify:*

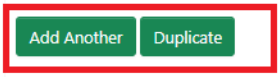



16. Click **Next page** once complete.

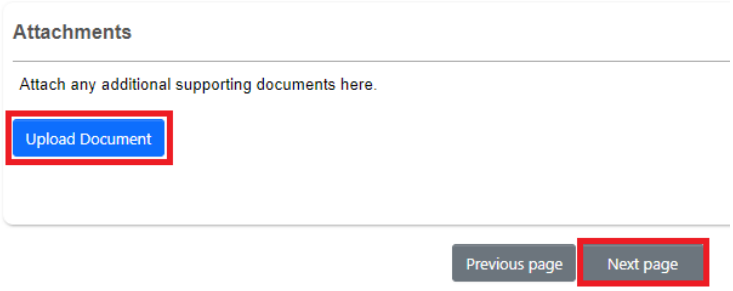
17. Complete the **GMO Description and Genetics** section for **each GMO** that your project will deal with.
***Tip***: *See the "GMO Description and Genetics Example" section below for tips on how to complete this section.*
***Tip***: *Save your progress by clicking on the "Save" button on the left-hand panel to save your progress and/or complete your application next time.*



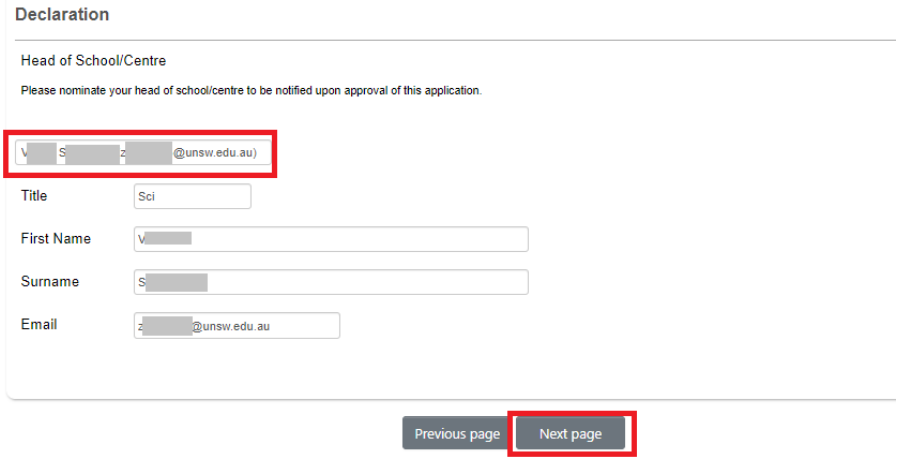

18. To add another GMO item, click **Add Another** or **Duplicate** (duplicate the previous item). Repeat the process until you have all GMOs added. Click **Next page** once complete.




19. For **Attachments**, click on **Upload Document** to attach any additional **supporting documents** for your project. Click **Next page** once complete.

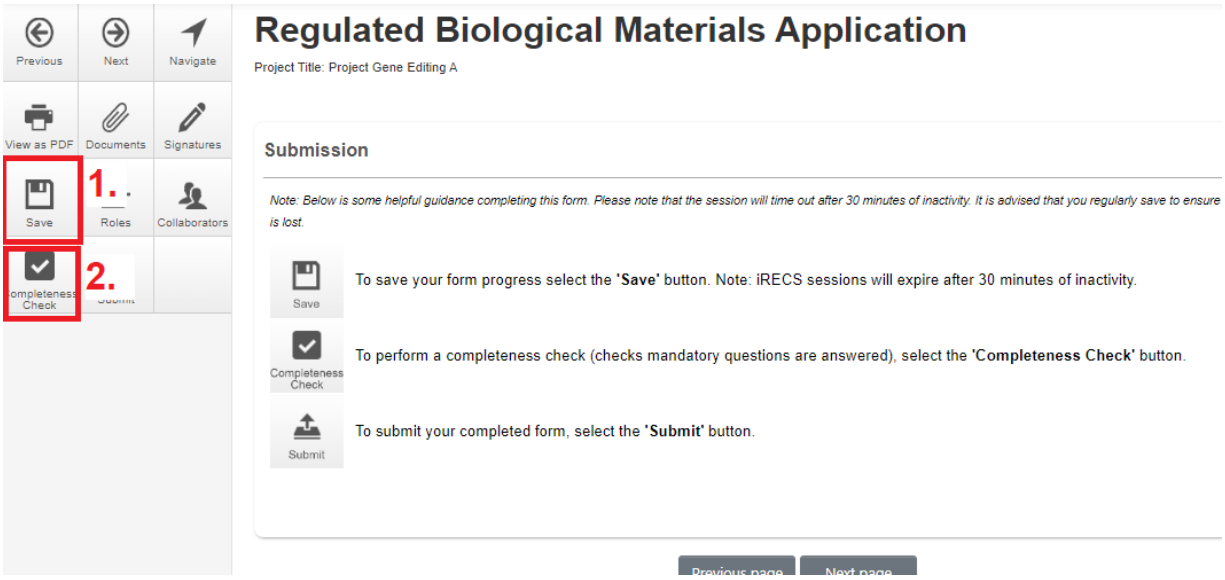



20. For the **Declaration** section, enter the name of the **relevant HoS/Centre** into the **search box**, the HoS/Centre details will then auto-populate in the details fields. **Do not click Assign Role (unless the HoS is a collaborator in the research project).** The nominated HoS will be notified upon submission of your application. Click **Next.**



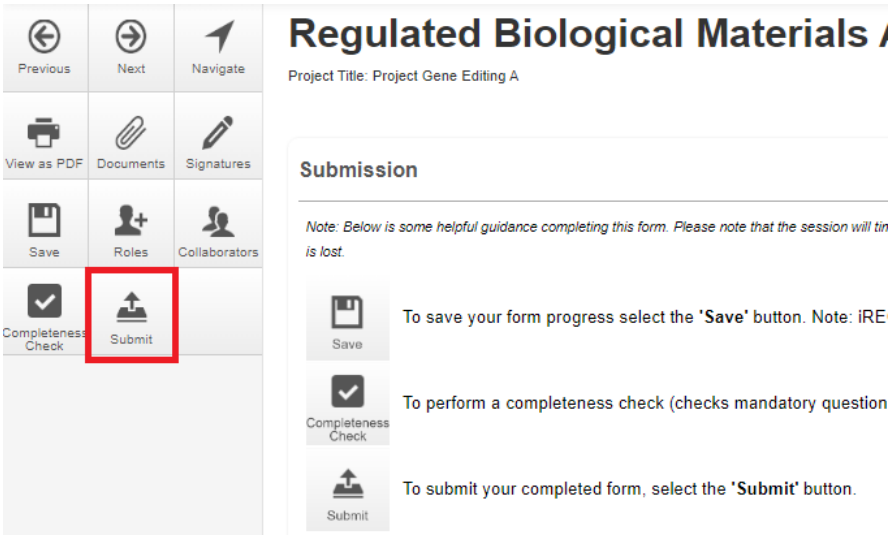
21. You have now completed your application. To save your application, click **Save**, then click the **Completeness Check** button to ensure all sections have been completed.

    ***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.*

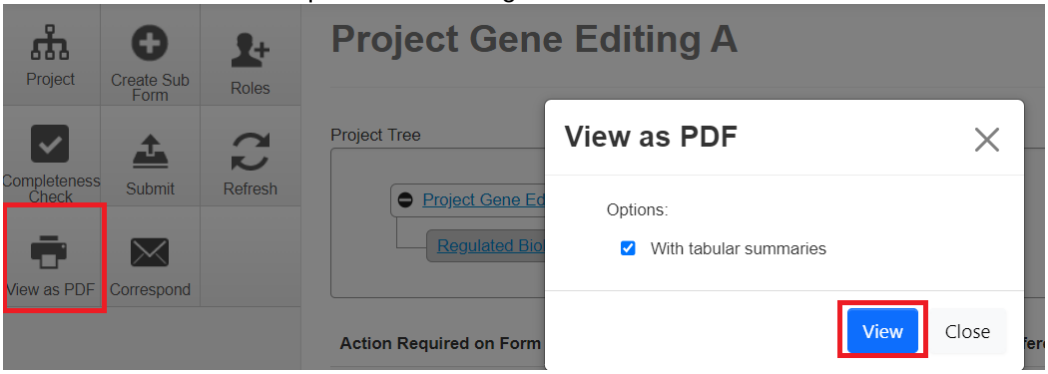



22. Should the completeness check indicate that your application is complete, click **Submit** to submit your application.

    ***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.*




23. **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.



**GMO Description and Genetics Example**

The following is an example of how you can fill in the GMO Description and Genetics section of your Gene Technology/Regulated Biological Materials application.

| GMO No | Common Name | Scientific Name | Vectors | Method of Transfer | Identities | Functionalities | Organism of Origin | Phenotype | Classification |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Human amphotropic retroviral packaging cell line | Homo sapiens | Replication defective retroviral vectors derived from Moloney Murine Leukaemia Virus that has viral genes (gag, pol and env) deleted | The packaging cells will be transfected with retroviral vectors using lipofectamine | Characterized non-toxic genes derived from human, or mouse that promote proliferation and/or tumorigenesis, including the growth factors VEGF and FGF. Amphotropic retroviral packaging cell line, Phoenix A. This packaging cell line harbours 2 plasmids encoding retroviral helper genes that enable packaging of retroviral vectors able to transduce human cells. | Drug resistance genes derived from bacteria that confer resistance to neomycin or puromycin | Human, Bacteria and Mouse | The transfected packaging cells will: Produce retrovirus that is able to infect human cells, but unable to replicate. May have enhanced proliferation and have properties of malignant cells Be resistant to the antibiotics neomycin and puromycin | NLRD 2.1 (l)(i)(ii)(iii)(A) |
| 2 | Murine embryonic fibroblasts (MEFs) from PTEN knock-out mice | Mus musculus | Non-conjugative plasmid vector encoding neomycin resistance gene derived from pBR322. | The gene knock out was previously performed by others. | Neomycin resistance gene derived from bacteria. | Drug resistance genes derived from bacteria that confer resistance to neomycin | Mouse and Bacteria | The MEFs are resistant to neomycin (geneticin). They exhibit properties of cancerous cells, including improved survival and proliferation. | Exempt Type 4 |
| 3 | Transgenic C57/BL6 mouse (Mus musculus) carrying a c-kit transgene under control of the promoter of the immunoglobulin heavy chain | Mus musculus | Non-conjugative plasmid vector derived from pBR322 | The mice were previously generated by transfection of embryonic stem cells with a non-conjugative plasmid | Human c-kit oncogene and bacterial neomycin resistance gene | Overexpression of the oncogene of the c-kit transgene and drug resistance to neomycin | Human and Bacteria | Expression of c-kit renders the mice susceptible to development of leukaemia. The mice are resistant to the antibiotic Neomycin (Geneticin). | NLRD 1.1 (a) |
| 4 | E. coli bacterial strains – BMH 71-18 mutS, JM 109, DH5α. | Escherichia coli | Non-conjugative plasmid encoding replication defective retroviral vector derived from Moloney Murine Leukaemia virus | E. coli will be transformed with the plasmid using heat shock and calcium chloride treatment. | The plasmid vector is driven by a promoter derived from cytomegalovirus and encodes (i) neomycin and (ii) ampicillin resistance genes derived from bacteria, as well as (iii) the human glucocorticoid receptor in wild-type and mutant forms | Expression of neomycin and ampicillin Expression of human glucocorticoid | Human and bacteria | Transformed bacteria will have altered protein expression and be resistant to ampicillin and neomycin | Exempt Type 4 |

**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, Animal Ethics Gene Technology or Radiation Safety application approval and/or review process, please contact:
  Human Ethics: humanethics@unsw.edu.au
  Animal Ethics: animalethics@unsw.edu.au
  Gene Technology: genetechnology@unsw.edu.au
  Radiation Safety: radiationsafety@unsw.edu.au