

NAVIGATING iRECS

Modifying an iRECS application after it has been APPROVED ON iRECS

Notes:

- Modifications must be **submitted** and **approved** by the relevant Committee **prior to implementation**.
- Modifications are made directly to the application form within iRECS by the Project Owner, or by anyone who has been granted "read & write" or "read, write & submit" access by the Project Owner.

Steps:

1. To make modifications to an existing approved project on iRECS, you must request for your application to be **unlocked for modification** by emailing Gene Technology genetechnology@unsw.edu.au or Radiation Safety radiationsafety@unsw.edu.au. Include a **brief summary of the modification(s) you wish to make**.
2. RECS will review your request and **unlock** the application in iRECS. You will receive a **notification** from donotreply@infonetica.net when your application has been unlocked and is ready to be modified on iRECS.
3. **Make your required amendments** to the relevant sections of the form. Changes to any documents/attachments should be made using track changes, and uploaded in the relevant sections of the form with a new date and version.
4. Click **Submit** to send your modification for review.
5. All investigators listed on the application will **receive an email notification upon submission**.
6. You will receive periodic updates on your modification request as it progresses through the review cycle.

Modifying an application that was APPROVED OUTSIDE OF iRECS

Notes:

- Modifications must be **submitted** and **approved** by the relevant Committee **prior to implementation**.
- Although your initial ethics application/project was initially submitted and approved outside of iRECS, a shell record has been created on iRECS for your approved project. Therefore, any subsequent changes to your project will need to be lodged and approved through iRECS.

Steps:

1. To make modifications to your approved project, you must request for your (shell) application to be **unlocked for modification** on iRECS by emailing Gene Technology genetechnology@unsw.edu.au or Radiation Safety radiationsafety@unsw.edu.au. Include a **brief summary of the modification(s) you wish to make**.
2. RECS will review your request and **unlock** the application in iRECS. You will receive a **notification** from donotreply@infonetica.net when your application has been unlocked and is ready for modification on iRECS.
3. Since your application is a shell record, you are required to **fill in ALL relevant sections*** (in addition to the modified sections) of your iRECS form in order to successfully submit your modification requests.
**Tip: You may copy and paste relevant sections from your existing approved pdf application onto the corresponding iRECS section.*
4. **Flagged the modified sections** on your form by clicking on the **Comment speech bubble** on the top right corner of the iRECS page. Click **Add New Comment** to add your comment then click **Save**.

The screenshot shows a 'Comments' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a yellow note: 'Note: No comments have yet been added to this application. (Not visible to reviewers)'. Below the note is a button labeled 'Add New Comment' with a red box around it and the number '2.' next to it. At the bottom right of the dialog is a 'Close' button. To the right of the dialog, on the main page, there is a 'Comment speech bubble' icon with a red box around it and the number '1.' next to it.

Add new comment ×

Example: Amended GMO details 3.

4. Save Cancel

5. **Changes to any documents/attachments** should be made using **track changes**, and uploaded in the relevant sections of the form with a new date and version.
6. Click **Submit** to send your modification for review.
7. All investigators listed on the application will **receive an email notification upon submission**.
8. You will receive periodic updates on your modification request as it progresses through the review cycle.

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: animaethics@unsw.edu.au
 - Gene Technology: genetechnology@unsw.edu.au
 - Radiation Safety: radiationsafety@unsw.edu.au