

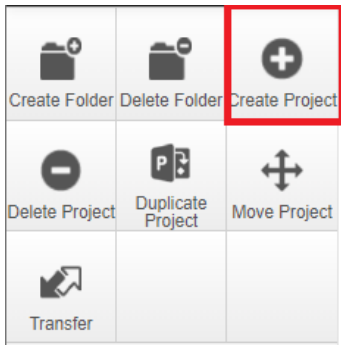
NAVIGATING iRECS

New Application – Human Ethics

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

Note:

- i. To avoid the need to transfer the application form from one person to another, we **strongly recommend that the Coordinating CI/Supervisor create the initial application** and proceed to assign relevant investigators as collaborators (instructions below). By following the above steps, there will be no need for the application to be transferred to the Coordinating CI before submission.
- ii. If **you have created an iRECS application** on behalf of a Coordinating CI/Supervisor, you need to transfer the application to the Coordinating CI/Supervisor to complete the necessary declaration and review the application before submission. See “Transferring iRECS Projects” for transfer instructions.



2. Enter your **Project Title** (i.e. research project name) and select **Human Ethics Application**, click **Create**.
Note: It will take a few seconds to load the Human Ethics form.

A screenshot of a 'Create Project' form. At the top, there is a text input field for 'Project Title* (Max 200 characters)' with a placeholder 'Please enter a title' and a red prompt 'Enter project title'. Below this is a dropdown menu for 'Form*' with a placeholder 'Please select...'. The dropdown menu is open, showing three options: 'Human Ethics Application' (highlighted with a red box), 'Radiation Safety Application', and 'Regulated Biological Materials Application'. To the right of the dropdown is a blue 'Create' button (also highlighted with a red box) and a 'Close' button. A close icon (X) is in the top right corner of the form.

3. You will arrive at the following page:

A screenshot of the 'Human Ethics Demo Application' page. The page title is 'Human Ethics Demo Application' with the ID '0851'. On the left is a navigation sidebar with icons for Project, Roles, Submit, View as PDF, Create Sub Form, Completeness Check, Refresh, and Correspond. The main content area shows a 'Project Tree' with a tree view containing 'Human Ethics Demo Application' and 'Human Ethics Application'. Below the tree is a table with columns: Action Required on Form, Status, Review Reference, Application Type, and Date Modified. The table has one row: Yes, Not Submitted, N/A, N/A, 16/08/2023 14:52. At the bottom, there is a 'Human Ethics Application' section with a 'Show Inactive Sections' checkbox. The section contains two columns: 'Section' and 'Questions'. The 'Section' column lists: Before you start, New Application / Modification Request, Submission Type, Project Details, Research Personnel, Attachments, Declaration, and Submission. The 'Questions' column lists: Before you start, New Application / Modification Request, Submission Type | Minimising the Duplication of Ethical Review, Project Details, Research Personnel, Attachments, Declaration, and Submission.

4. **Optional – Invite Collaborators:**

At this stage, you can invite collaborators to jointly complete the Human Ethics application form by clicking on the **Roles button** on the left hand panel. A pop-up will appear, enter each collaborator's **name or 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:

- i. Only the **Coordinating Chief Investigator/Supervisor** should be granted 'Read, Write & Submit' access.
- ii. **iRECS** can support multiple collaborators working on a submission simultaneously. Please clarify who will be responsible for compiling what sections to avoid overwriting content/duplication of effort.

The 'Share Roles' dialog box contains the following information:

Collaborator Email	Access Type	Action
collaborator1@unsw.edu.au	Read & Write	+
collaborator2@unsw.edu.au	Read	- +
collaborator3@unsw.edu.au	Read & Write	- +

Note: This form has not yet been shared with anyone

Buttons: Share Role (highlighted), Close

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

Human Ethics Application

Section	Questions
Before you start	Before you start
New Application / Modification Request	New Application / Modification Request
Submission Type	Submission Type Minimising the Duplication of Ethical Review
Project Details	Project Details
Research Personnel	Research Personnel
Attachments	Attachments
Declaration	Declaration
Submission	Submission

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**.

The screenshot shows the 'Human Ethics Application' interface with the following elements:

- Navigation Bar:** Previous, Next, Navigate buttons. 'Previous' and 'Next' are highlighted with a red box.
- Form Content:** 'Before you start' section with instructions and a 'Save' button.
- Bottom Navigation:** Previous page, Next page buttons. Both are highlighted with a red box.
- Page Info:** 851 characters, Version: Bet

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

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-iRECS approved project/application.

New Application

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

Modification

Select this option if you are modifying OR revising an approved application.

Legacy Project Modification (only applicable for pre-iRECS approved projects)

Select this option if you are modifying or revising a project that is approved prior to iRECS rollout.

8. Select the **appropriate Submission Type**, then click **Next Page**.

Submission Type

Indicate the submission type:

Human Research Ethics Submission

Human research involves observing and collecting data/biospecimens from or about human subjects to answer a specific research aim or research questions. The following are examples of research activities:

- Surveys, interviews or focus groups.
- Psychological, physiological, or medical testing or treatment.
- Observation of people.
- Obtaining access to or extracting information about a person from documents, medical records, databases, social media, websites, pathology services, data, or tissue banks.
- Administration of medical, psychological, or physiological intervention.
- The collection and use of a person's biological material (body organs, tissues, fluids, or exhaled breath).

External Ethics Submission

External ethics approval is defined as ethical approval established with a

- NHMRC-registered Australian HREC has been established for a human research project.
- An overseas international review board where:
 - Participants within Australia will not be recruited.
 - UNSW will not be responsible for the conduct of the research at an Australian site.
 - A UNSW researcher, staff member or student will not be responsible for fieldwork, recruitment, or data collection overseas

Coursework Submission

Coursework submissions facilitate ethical review of the risk assessment process for groups of student projects conducted as part of a research course requirement. Student projects covered by this process involve people participating in research interviews, surveys, questionnaires, or observations for a research purpose. Therefore, the relevant course convenor can only submit the coursework applications.

Notification of Publicly Available Dataset Submission

The notification process is only to be used to register human research projects involving the exclusive use of secondary data extracted from one of the pre-determined publicly available datasets, which contains only non-identifiable data.

9. For the **Research Personnel** section.

• **UNSW researcher/affiliates/external researcher¹ with iRECS account:**

- Enter the **personnel's name** into the **Search User box**.
- Hover your mouse** over the appropriate personnel that appears on the drop-down list, and click **Tab** to auto-populate in the personnel details fields.

cecilia

Cecilia @ad.unsw.edu.au

- Populate any blank/non-autopopulated fields e.g. UNSW Appointment Type (or leave as N/A if not relevant).

- iv. **Optional:** If said personnel is a collaborator, click the blue **Assign Role** button to grant the personnel with the relevant access.

S S (Z @unsw.edu.au) Assign Role

Title

First Name

Surname

- v. Click **Add Another** and repeat the above process until you have all research personnel added.

Add Another

Note 1: If you are an external researcher 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.

- **External researcher who only need to be listed in the application (no access to iRECS required):**
 - i. Enter the **external personnel's name manually** into the **personnel field**
 - ii. Leave any non-relevant fields as N/A (you can leave the ZID field blank, iRECS will still allow you to submit the form).
 - iii. Click **Add Another** and repeat the above process until you have all project personnel added.

Add Another

10. Complete **all relevant fields of the Human Ethics form sections.**

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

Attachments 0

Upload relevant letters of support and copies of all documents that will be administered to the research participants or will be used to collect participant data. If you have uploaded these while completing the application form you do not need to upload them again.

Examples of the documents to be provided are as follows:

- Recruitment materials, including study advertisements, email, social media, or letters of invitation.
- Participant information statement and consent forms.
- Data collection tools, including survey tools, interview guides, and focus group/observation guides.
- Letters of support from participating organisations.

If your research involves the administration of ionising radiation, please attached a copy of the Radiation Safety Committee Approval and/or Radiation Safety Officer Approval.

Optional: Upload a flow chart or table of events to be used in this human research.

Upload Document

12. For the **Declaration** section, review and check the Declaration checkbox to accept the declaration items. Enter the name of the **relevant HoS/Centre** into the **Search User box**, click **Tab** and the HoS/Centre details will then auto-populate in the details fields. **Do not click Assign Role unless you wish to grant the HoS read/write access to your application.** Click **Next**.

Note:

- i. If you are preparing the iRECS application on behalf of a Coordinating CI/Supervisor, you **need to transfer** the record to the Coordinating CI/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 iRECS Project” for transfer instructions.
- ii. The nominated HoS will be notified upon submission of your application.

Declaration

Head of School/Centre

Please nominate your head of school/centre to be notified upon approval of this application.

Title

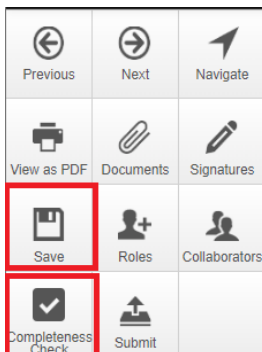
First Name

Surname

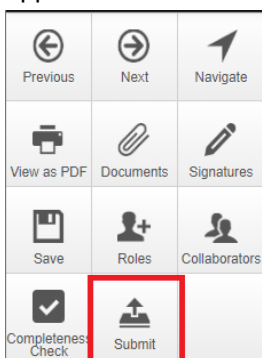
Email

Previous page
Next page

13. 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.



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



15. **Optional:** You can download a copy of your application (and any attachments if desired) by clicking on the “Documents” button on the left-hand panel of your Human Ethics application page. You just need to check the files you want to download (note: Submission = your Human Ethics application form) and then click “Download Selected”. The selected files will then be downloaded into a zip folder.

Note that due to the logic that is embedded within the Human Ethics form, the PDF extract of the Human Ethics application form has inconsistent spacing in certain form sections.

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