NAVIGATING iRECS

Contents

Modifying an iRECS-Approved Project

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.

Modification Instructions:

1. To make modifications to an approved project on iRECS, you must request for your application to be **unlocked for modification** by emailing the Human Ethics team humanethics@unsw.edu.au. Include the **review reference** of your project (see below), along with a **summary of the modification(s)** you wish to make in your email.

   Note: You can find the review reference in the following sections of iRECS or in your email notification:

   iRECS Project Page

   Email Notification

2. The Human Ethics team will review your request and **unlock** the approved application in iRECS.

3. Once your application is unlocked, you will receive a **notification from donotreply@infonetica.net** advising that your application is ready for modification on iRECS**.**

4. Click on the **hyperlink** listed in the email to navigate to your project.

5. On the project overview page, click on the **New Application / Modification Request** section**.**

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

6. Select the **Modification** option and provide (i) a **brief summary** of the modifications to the approved application and (ii) a **list of documents that have been amended or revised** ensuring that the version number and date are included for each document.

New Application / Modification Request

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*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 <u>new</u> application OR if you are <u>revising an unapproved</u> application.

● Modification

Select this option if you are <u>modifying</u> OR <u>revising an approved</u> application.

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

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

Please provide (i) a brief summary of the modifications to the approved application and (ii) a list of documents that have been amended or revised ensuring that the version number and date are included for each document.

Add Another

7. Once this is done, navigate to **relevant sections of the Human Ethics form** to make the changes you wish to make. For any changes that you've made to a **document/attachment**, please make sure you upload a **clean** and **track-change version (along with the new date and version number)**.

   Note: All changes (except for content within an attachment/document) will be tracked by iRECS.

8. Once you have **made all necessary modifications** (make sure the Declaration section is checked).
   Click **Submit** to submit your modification for review.

9. You will receive periodic updates on your modification request as it progresses through the review cycle.

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 legacy record has been created on iRECS for your pre-iRECS approved project. Therefore, any subsequent changes to your project will need to be lodged and approved through iRECS.

Modification Instructions:

1. To make modifications to an approved legacy project on iRECS, you must request for your application to be **unlocked for modification** by emailing the Human Ethics team humanethics@unsw.edu.au. Include the **review reference** of your project (see below), along with a **summary of the modification(s)** you wish to make in your email.

   Note: You can find the review reference in the following sections of iRECS or in your email notification:

   iRECS Project Page

   Email Notification

2. The Human Ethics team will review your request and **unlock** the approved application in iRECS.

3. Once your application is unlocked, you will receive a **notification from donotreply@infonetica.net** advising that your application is ready for modification on iRECS**.**

4. Click on the **hyperlink** listed in the email to navigate to your project.

5. On the project overview page, click on the **Completeness Check** to identify any missing fields[1] you need to populate.
   Note 1: *This step is necessary as we can only migrate a small subset of data that is available on our legacy system (InfoEd). You will also be prompted by iRECS to complete any blank fields prior to submission. All changes (except for content within an attachment/document) will be tracked by iRECS.*

IMPORTANT NOTE: For legacy (pre-iRECS approved) projects, please DO NOT ATTEMPT to change/modify the Legacy Project Modification option (under "New Application/Modification Request" section) and the pre-selected Submission Type option (under "Submission Type" section). Changing any of the above fields will lead to loss of migrated legacy data.

6. Navigate to the **missing info section** to populate relevant data/info as necessary.

7. Once you are on the **Legacy Modification** page, provide the **Legacy Modification Summary** and upload the **clean and track-change version** of any documents you have amended (along with the **new date** and **version number**.

   IMPORTANT NOTE: DO NOT change the Legacy Risk Level specified in the following field:

8. Proceed to **update/amend relevant sections** of the legacy modification form. You need to **populate any missing fields** too.

9. Once you have **made all necessary modifications** (make sure the Declaration section is checked). Click **Submit** to submit your legacy modification for review.

10. You will receive periodic updates on your legacy 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: animalethics@unsw.edu.au
    Gene Technology: genetechnology@unsw.edu.au
    Radiation Safety: radiationsafety@unsw.edu.au