NAVIGATING iRECS

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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

   HE_New App EE Approve

   Email Notification

   NR-HREAP-2023-0744 Legacy negligible risk modification - Modification

donotreply@infonetica.net

Dear

Reference Number: NR-HREAP-2023-0744
Project Title: 

Your review reference may differ in format from the one shown here

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.

   Your low risk application application has been unlocked and you can now submit your modification in iRECS.

   You can access your application modification via https://irecs.unsw.edu.au/Project/ndnw/1158.
5. On the project overview page, click on the **New Application / Modification Request** section.

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.

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.
Modifying a Legacy/Pre-iRECS Approved Project

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

   HE_New App_EE_Approve

   ![Project Tree](image)

   **Action Required on Form** | **Status** | **Note that the reference format may differ for your project** | **Application Type**
   --- | --- | --- | ---
   No | Noted (Monitoring Due) | EAR-HREC-2023-0766 | External approval registration

   Email Notification

   NR-HREAP-2023-0744 Legacy negligible risk modification - Modification

   donotreply@infonetica.net

   Dear

   Reference Number: NR-HREAP-2023-0744
   Project Title:

   Your review reference may differ in format from the one shown here

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.

   ![Hyperlink](https://irecs.unsw.edu.au/project/indp/1158).
5. On the project overview page, click on the **Completeness Check** to identify any missing fields 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.

![Completeness Check](image)

**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.

![Human Ethics Application](image)

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:

![Legacy Risk Level](image)

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