

NAVIGATING iRECS

Transferring iRECS Projects

NOTE:

Transfer of approved projects

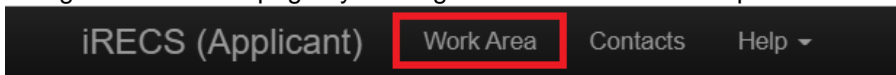
You **MUST** first contact the relevant UNSW Research Ethics and Compliance Support (RECS) team to lodge a formal transfer request for this project.

The existing Chief Investigator (CI) retains the responsibility for a project until a modification (change of CI) request is formally approved by the relevant Ethics Committee. Please contact the relevant UNSW RECS team (contact details below) for guidance on how to formally lodge a transfer request for the above project.

Transfer of unapproved applications

Proceed with the instructions as follows – no prior approval from RECS is required.

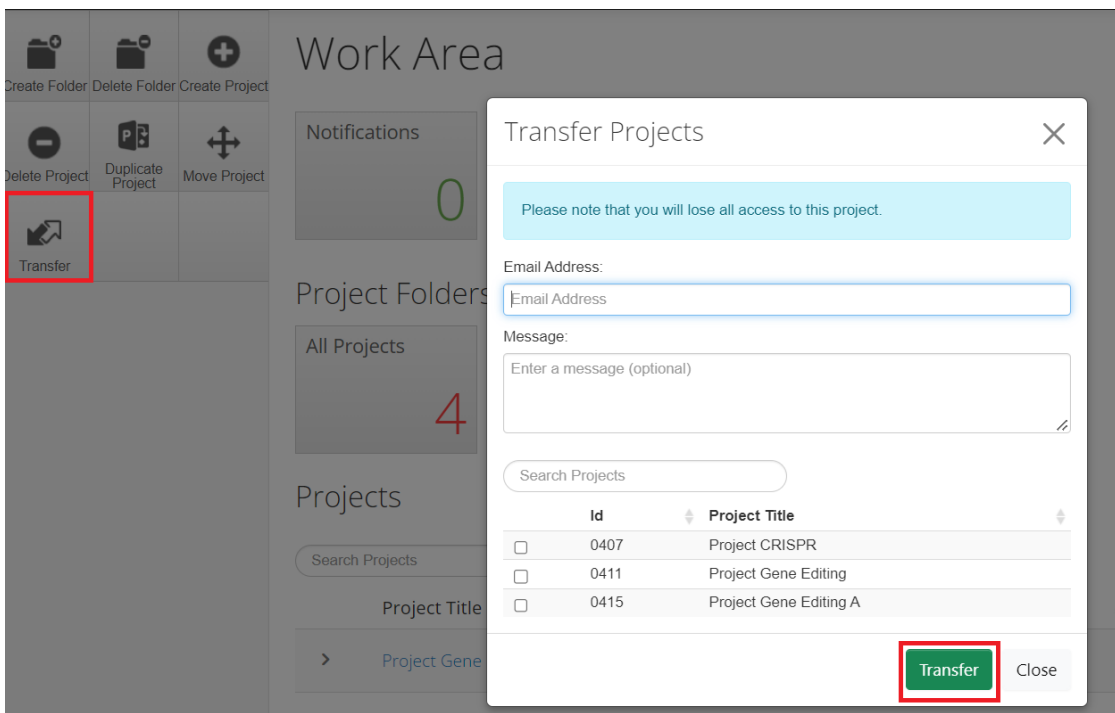
1. Navigate to the main page by clicking on **Work Area** on the top banner.



2. Click on **Transfer** on the left-hand panel. A pop-up will appear, enter the **email address or zID (+/-message)** of the person you wish to transfer the project/application to, and select the **project** you wish to transfer. Click **Transfer** to complete the transfer process.

Important Note: You will *lose all access* to this project/application upon transfer. If you remain a collaborator on the project, make sure your name/profile is listed under the 'Other Project Personnel' section prior to transferring the project to the new CI. To continue accessing the project on iRECS post-transfer, the new CI will have to assign you 'Collaborator' access post-transfer.

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 (via the "Create Project" button on the side panel button of the Work Area) and proceed to assign relevant investigators as collaborators via aforementioned Assign Role/Roles button. By following the above steps, there will be no need for the application to be transferred to the Coordinating CI before submission.

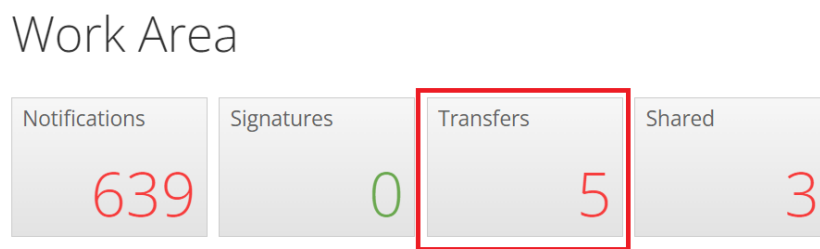


3. Once transferred, the **new Project Owner will receive an iRECS notification** alerting them of the transfer. The notification will instruct them to log into iRECS and accept the transfer, then submit the project.

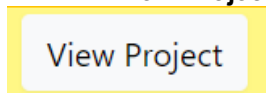
How to accept a transferred project

The following steps need to be taken by the new Project Owner to complete the transfer process.

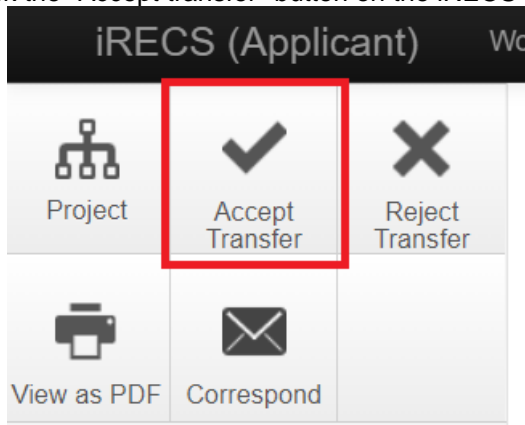
1. Navigate to [iRECS](#).
2. Click on the "Transfers" tile of iRECS work area.



3. Click on the "View Project" icon for the **above project**.



4. Click the "Accept transfer" button on the iRECS application page to accept the Transfer request.



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