

NAVIGATING iRECS - WHAT HAPPENS AFTER SUBMISSION

Amending or Revising an Application (Changes Required/Subject To/Deferred)

1. If your application requires amendments, you will receive an **email notification** that the reviewer has **returned** the application to you for **further information or amendments (clarification required/changes required/subject to/deferred)**.

Example email notifications:

Radiation Safety:

Ionising Radiation Project Application (IRECS0832) - **Not Approved (Clarification Required)**

donotreply@infonetica.net
To: [Redacted]
Cc: [Redacted]

Dear [Redacted],

Your Ionising Radiation Project application to the Radiation Safety Committee (IRECS0832) has been reviewed.

To approve this application, the committee requests clarifications on the following issues:

Gene Technology

Notifiable Low Risk Dealing Application (NLRD-GTRC-2023-0781) - **Not Approved (Clarification Required)**

donotreply@infonetica.net
To: [Redacted]
Cc: [Redacted]

Dear [Redacted],

Your Notifiable Low Risk Dealing application to the Gene Technology Research Committee (NLRD-GTRC-2023-0781) has been reviewed.

To approve this application, the committee requests clarifications on the following issues:

Human Ethics:

MLR-HREC-2023-0755 More than low risk modification - **Subject To (Clarification Required)**

donotreply@infonetica.net
To: [Redacted]
Cc: [Redacted]

Reference Number: MLR-HREC-2023-0755
Project Title: [Redacted]

The above More than low risk modification was reviewed by the HREC Executive. The HREC Executive requires the following additional information/clarification(s):

LR-HREAPG-2023-0739 Low risk application - **Deferred (Clarification Required)**

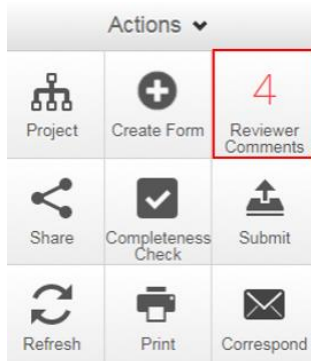
donotreply@infonetica.net
To: [Redacted]
Cc: [Redacted]

Reference Number: LR-HREAPG-2023-0739
Project Title: [Redacted]

- Click on the **URL** that appears in the email body. The link will take you directly to the project's overview page on iRECS. Example:

Access your project via the following iRECS link (<https://irecs.unsw.edu.au/Project/Index/1164>).

- Click on **Reviewer Comments** in the left-hand panel. The red number indicates the number of reviewer comments that are listed against your submission.



- To address the reviewer comments, click on the **first comment in the list** to navigate to the relevant question in the form.

Overall Reviewer Panel Comments

Title	Comment	Date Added
Research, Aims, Design and Methodology: Data Collection Procedure	The project description specifies that surveys will be "conducted in person by a peer researcher, accessed via a phone/tablet". Amend this statement to clarify whether the researcher will administer the survey in person by asking participants to complete the questions using the researcher's phone or tablet. If the research team will administer the survey in person, section 7 and 8 requires updating to reflect the in-person administration. If participants complete surveys using their own devices, remove this sentence.	09/08/2023 at 11:39 AM
Research, Aims, Design and Methodology: Consent - Upload a PISCF relevant to the participant group	Section 6 - Amend comments about signing a consent form to reflect the intention to collect verbal consent.	09/08/2023 at 11:41 AM

- iRECS will take you to the **question that the reviewer's comment is inserted against**. This section will also be bordered by a red border, as follow:

Describe the procedure for collecting informed consent from human participants.
 You may find it useful to refer to [Consent of Human Research Participant Guideline](#).

The following template text is provided to assist researchers in providing the information required to answer this question:

Focus Groups, Interviews or Study Visits in Person

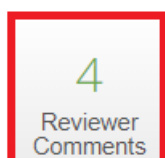
Participants will be provided with the PISCF (e.g. via email, in person) when (e.g. they contact the research team about taking part; they receive the recruitment invitation email as the PISCF will be attached to this email (recommended)). Participants will be asked to read the PISCF and have sufficient time to consider their participation because [describe a time gap between the provision of the PISCF and data collection; explain whether/how the time between the provision of the PISCF and data collection is sufficient]. Participants will be advised to contact the researcher(s) if they have any questions. Once they are comfortable providing their consent to participate, they will be asked [describe how the consent will be indicated, e.g. email, online, verbally, or a signature on a paper version] and return it to the researcher(s) prior to data collection by [e.g. emailing it to the researcher(s); bringing it to the research site on the day of data collection (for an interview study)].

Telephone Interviews or Activities that require Verbal Consent

The attached verbal consent script will be used to obtain verbal consent from participants. However, before collecting verbal consent, the participants will be provided with a link to a downloadable or emailed version of the participant information statement.

Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non, euismod vitae, posuere imperdiet, leo. Maecenas malesuada. Praesent congue erat at massa. Sed cursus turpis vitae tortor. Donec posuere vulputate arcu. Phasellus accumsan cursus velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Sed aliquam, nisi quis porttitor congue, elit erat euismod orci.

- Should you wish to view the Reviewer Comment again, you can either click on the **Reviewer Comments** side panel button or the **speech bubble** on the top right corner of the form section.



7. **Address all comments** listed against your submission (provide all necessary attachments and supporting documentation) and then **resubmit** the application once done.

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