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
Cc

Dear

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
Cc

Thu 4/05/2023 5:52 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear

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
Cc

Thu 3/08/20

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear

Reference Number: MLR-HREC-2023-0755
Project Title:

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
Cc

Wed 2

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear

Reference Number: LR-HREAPG-2023-0739
Project Title:

2. 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).

3. Click on **Reviewer Comments** in the left-hand panel. The red number indicates the number of reviewer comments that are listed against your submission.
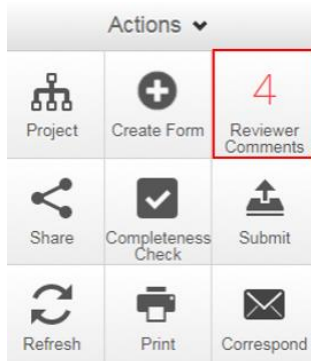
4. To address the reviewer comments, click on the **first comment in the list** to navigate to the relevant question in the form.

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 research'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

5. 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:

6. 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.
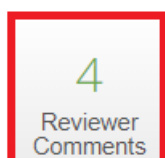
7. **Address all comments** listed against your submission (provide all necessary attachments and supporting documentation) and then **resubmit** the application once done.

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