

iRECS Reviewer Instructions

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Reviewing a New Application

- Once RECS (Animal Ethics (AE) team) has assigned you as the Spokesperson against an application, you will receive the following notification from <donotreply@infonetica.net>.

Applications to be reviewed at a meeting will have a **Meeting Date specified in the Meeting Date field** (e.g. 31 October 2023 in this case). You can opt to wait for the agenda release before you begin reviewing this application **OR** you can review the application now by **clicking on the hyperlink** specified in the email body.

From: ERM <donotreply@infonetica.net>
To: <ae.spokesperson@irecs.com>
CC:
Subject: iRECS4875 - Animal Ethics Application iRECS Submission Assigned Review

Dear Dr AE SP,

Reference Number: iRECS4875
Project Title: ae new project
Chief Investigator: Ms Cecilia Ting
Submission Type: Animal Ethics Application

Meeting Date (left blank if reviewed out of session): 31 October 2023 If the Meeting Date field has a date specified, this means that this submission has been assigned to a meeting for review. This means that you can wait for the meeting agenda to be issued before you begin reviewing this application.

The above submission has been assigned to you for review. Login to iRECS to review the above application. You can access this submission using the following link <https://irecs.review.unsw.edu.au/Timeline/Index/17026>. this will take you straight to the submitted application

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

Please ensure that your reviewer comments are completed within the allocated timeframe for the submission type.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney
NSW 2052 AUSTRALIA
E: animalethics@unsw.edu.au
P: <https://research.unsw.edu.au/contact-us>

If you opt to wait to review your assigned application upon the issuance of the **meeting agenda**, upon receiving the agenda from the AE team, you will see a list of applications assigned to you for review. You can then click on the hyperlink of any of your assigned applications to begin the review process.



Animal Care & Ethics Committees

Agenda for Meeting (2023/10)

A combined meeting (2023/10) of the ANIMAL CARE and ETHICS COMMITTEES (ACECs) will be held on Tuesday 31 October 2023 at 08:30 am remotely via Microsoft Teams.

If you are unable to attend this meeting, please advise RECS via email.

Please upload your spokesperson notes against your assigned iRECS submission(s) no later than 10:00 am on 29 October 2023.

11. Previously Deferred Applications

Review Link	Project Title	Chief Investigator	Spokesperson
iRECS4685	AE_New App_RECS Approve_DVCRE Approve	Dr Cecilia Ting	Dr AE SP

12. New Applications

click on the blue hyperlink to navigate to your assigned application

Review Link	Project Title	Chief Investigator	Spokesperson
iRECS4687	AE_New App_RECS Reject_DVCRE Approve	Dr Cecilia Ting	Dr AE SP
iRECS4875	ae new project	Dr Cecilia Ting	Dr AE SP
iRECS4729	AE_New Test App	Dr Cecilia Ting	Dr AE SP

- Upon clicking on the application hyperlink, you will be prompted to **log into the iRECS Reviewer Portal**. Click on the blue **University Login** button and follow the UNSW SSO prompts (specifying your UNSW login credentials) to log into the iRECS Reviewer Portal.

Note: UNSW SSO requires you to specify your login email in the format of userid@ad.unsw.edu.au (e.g. z1234567@ad.unsw.edu.au)



Research Ethics Manager (Reviewer)

Select Login Method

I am a member of the university and have a university email address.

[University Login](#)

I am external to the university and do not have a university email address.

[External Login](#)

- Once you have logged in, you will be diverted to the following **Project Timeline/Overview** page on the iRECS Reviewer portal.

iRECS (Reviewer)
Work Area Meetings Contacts Reports Help ▾ Dr AE SP ▾

Work Area

Actions

1 Form Submissions	0 Project Submissions	0 Panel Comments

Project Title: [ae new project](#)

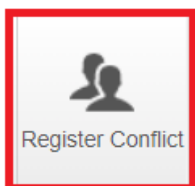
Form Reference: Animal Ethics Application

Review Reference: iRECS4875

[Delete submission](#)

Project Id:	4875	Applicant Name:	Dr Animal Ethics
Current Committee:	UNSW Animal Ethics Committee A	Current Status:	Under Review
Application Type:	Animal Ethics Application	Meeting:	2023_10 ACEC Committee A Meeting 31/10/2023
Clock Status:	Start (0/0) days elapsed.	Assigned Reviewers:	Dr AE SP (Primary Reviewer)
Conflicted Users:	None		

- [Conflict of Interest – skip to Step 5 if not relevant]** If you have a conflict of interest against the assigned application, click on the **Register Conflict** button in the side panel to notify the AE team that you have a COI against this application.



A [Register Conflict pop-up](#) will appear, **follow the instructions in the screenshot below** to complete the register conflict fields. Once you have declared your conflict, you will [lose access to the application](#).

Register Conflict

Timeline Notes:

Timeline notes are not shared with Researchers

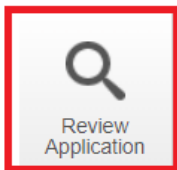
Suggested conflicts: Ms Cecilia Ting (Chief Investigator, Head of School)

sp1, enter your name here

Title	First Name	Last Name	Register Project and Submission	Register Submission
Dr	AE	SP	<input type="checkbox"/> Check this box if you cannot review this and all other submissions pertaining to this project, i.e. subsequent modifications, compliance reports, adverse event reports etc.	<input type="checkbox"/> Check this box if your COI is limited to this submission only , i.e. you can review other submissions for this project, i.e. subsequent modifications, compliance reports, adverse event reports etc.

3.

5. Should you have no conflict, to begin the review process, click on the **Review Application** button on the left-hand panel.



6. You will land on the following project navigation page, click on the **Before you start** hyperlink to begin reviewing application content.

iRECS (Reviewer) Work Area Meetings Contacts Reports Help Dr AE SP

Work Area

Actions

Timeline View as PDF Documents

Panel Comments Changes

Review Reference: iRECS4875

Project Id: 4875 Version: Beta

Animal Ethics Application

Show Inactive Sections

Section

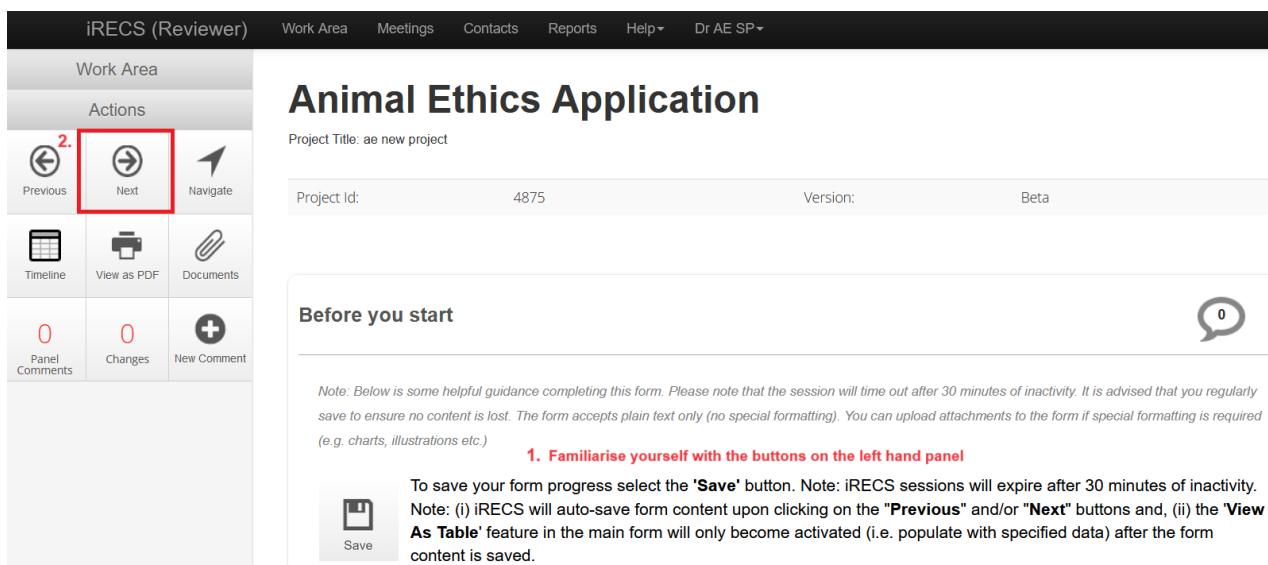
- Before you start
- Submission Type
- Project Personnel
- A. Administration
- B. Project Overview
- C. Animal Use & Numbers
- D. Impact on Animal Wellbeing
- E. Monitoring Animal Wellbeing

Questions

- [Before you start](#)
- [Submission Type](#)
- [Project Personnel](#)
- [Administration](#)
- [Project Overview](#)
- [Animal Use & Numbers](#)
- [Impact on Animal Wellbeing](#)
- [Monitoring Animal Wellbeing](#)

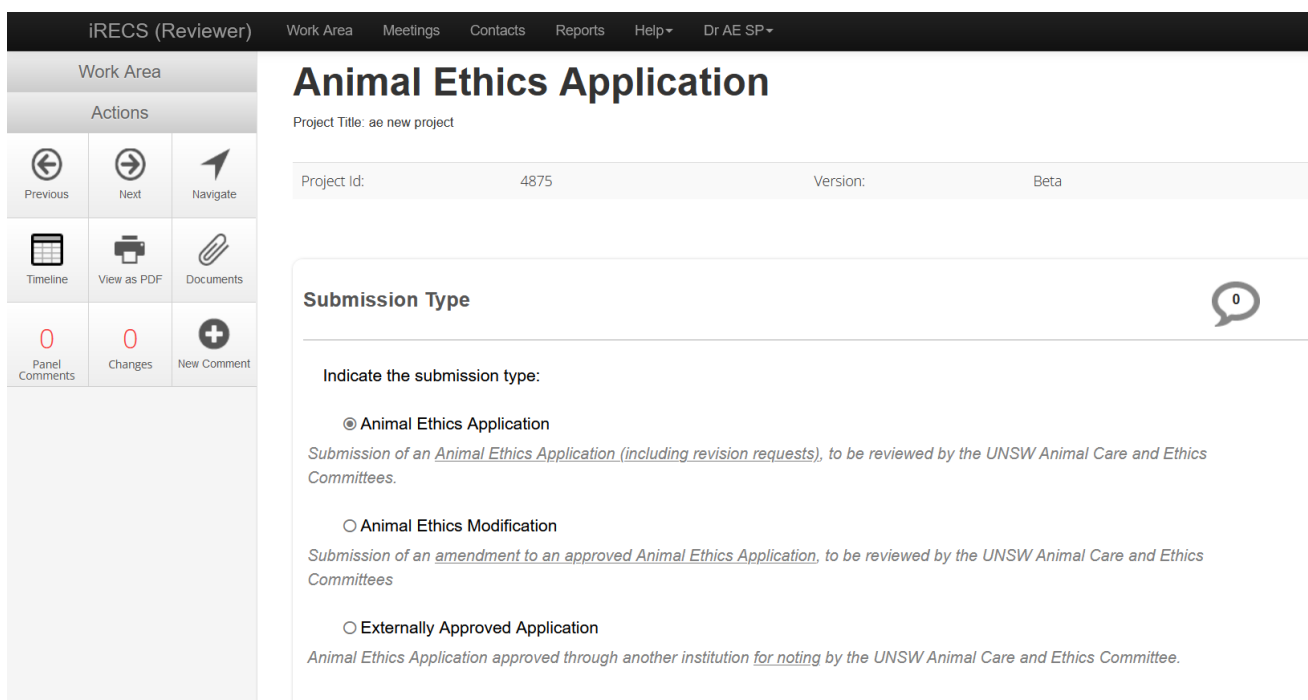
7. **Familiarise yourself** with the instructions on the **Before you start** page. Once done, click the **Next** button to navigate to the next page.

Note: If you have any general/summary comments on an application, we suggest you leave such comments on this page. We will cover how you can leave your reviewer comments in Step 9 below.



The screenshot shows the iRECS (Reviewer) interface. The top navigation bar includes 'Work Area', 'Meetings', 'Contacts', 'Reports', 'Help', and 'Dr AE SP'. The left-hand panel has a 'Work Area' section with 'Actions' including 'Previous', 'Next', and 'Navigate'. The 'Next' button is highlighted with a red box and a '2.' next to it. Below this are 'Timeline', 'View as PDF', and 'Documents'. At the bottom of the panel are 'Panel Comments', 'Changes', and 'New Comment'. The main content area is titled 'Animal Ethics Application' and shows 'Project Title: ae new project', 'Project Id: 4875', and 'Version: Beta'. A 'Before you start' section contains a note about session timeout and a '1. Familiarise yourself with the buttons on the left hand panel' instruction. A 'Save' button is also visible.

8. The first page you will land on is the **Submission Type** page, this is where the applicant/researcher indicates whether they are submitting a new AE Application, an AE Modification (personnel/project), or an Externally Approved Application. Click the **Next** button to navigate to the next page.

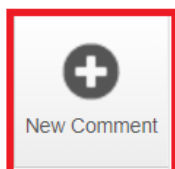


The screenshot shows the iRECS (Reviewer) interface. The top navigation bar includes 'Work Area', 'Meetings', 'Contacts', 'Reports', 'Help', and 'Dr AE SP'. The left-hand panel has a 'Work Area' section with 'Actions' including 'Previous', 'Next', and 'Navigate'. The 'Next' button is highlighted with a red box. Below this are 'Timeline', 'View as PDF', and 'Documents'. At the bottom of the panel are 'Panel Comments', 'Changes', and 'New Comment'. The main content area is titled 'Animal Ethics Application' and shows 'Project Title: ae new project', 'Project Id: 4875', and 'Version: Beta'. A 'Submission Type' section contains instructions for indicating the submission type, with three options: 'Animal Ethics Application', 'Animal Ethics Modification', and 'Externally Approved Application'. Each option has a brief description of what it entails.

9. **[Leaving Reviewer Comments]** If you wish to leave a comment against any part of the AE application, please follow the following steps:

Note: The applicant can only view the reviewer comments after RECS has reviewed the reviewer comments and has returned the application to the applicant for revision. They cannot view the reviewer comments when the application is under review by the SP/Committee.

- i. Click on the **New Comment** button in the left-hand panel.



- ii. The [form sections you can leave comments against will light up](#) as follows. **Click on the section** you wish to leave your comments against.

Chief Investigator Click on any part of the form section you wish to leave a reviewer comment against. Select Me

Note: If you wish you amend a collaborator's read/write/edit access, please navigate into the AE project page and use the 'Roles' button in the left-hand panel to remove the collaborator's existing access, then enter and share the new access.

Title: Ms

First Name: Cecilia

Surname: Ting

Contact Number: n/a

zID: z3533982

- iii. The [Add Comment pop-up will appear](#). Select the **Change Request** (if your comment pertains to a change request) and **Visible to Applicant** (this is to ensure the applicant will see the reviewer comments when RECS has returned the application to the applicant for revision). Then, **type in your comments** in the comment box. Click **Save** once done.

Note #1: The applicant can only view the reviewer comments after RECS has reviewed the reviewer comments and has returned the application to the applicant for revision. They cannot view the reviewer comments when the application is under review by the SP/Committee.

Note #2: If you are leaving comments for your Committee peers, feel free to leave both the Change Request and Visible to Applicant boxes unchecked.

Add Comment ×

Question Title: ProjectPersonnel CI

Change Request: Change Request **1.**

Visible to Applicant: To be made visible to the applicant **2.**

Comment: this is my comment **3.**

4. Cancel Save

- iv. **[Edit saved comments]** Once saved, you can [access/edit your comments](#) by clicking on the **Panel Comments** button in the left-hand panel OR the **speech bubble** at the top right corner of the form section.



A **Panel Comments pop-up** will then appear, click on the **blue Edit** button.

The screenshot shows a 'Panel Comments' pop-up window with a close button in the top right. Below the title bar are tabs for 'Current', 'Previous', and 'History'. A green status bar at the top right contains a checkmark and the text 'All comments to be made visible to the applicant'. Below this is a table with columns: Title, Comment, Change Request, Added, Creator, and Modified. The first row contains: 'ProjectPersonnel CI', 'this is my comment', a green 'Change Request' button with a checkmark and 'Applicant' text, '20/10/2023 16:42', and 'You'. A blue 'Edit' button is highlighted with a red box in the rightmost column. A 'Close' button is located at the bottom right.

Edit your comments as required then click **Save**.

The screenshot shows an 'Update Comment' pop-up window with a close button in the top right. It displays the 'Question Title' as 'ProjectPersonnel CI'. Below are two green status bars: 'Change Request' with a checkmark and 'Change Request' text, and 'Visible to Applicant' with a checkmark and 'To be made visible to the applicant' text. A text input field for 'Comment' contains 'this is my edited comment' and is highlighted with a red box. At the bottom, there are three buttons: a red 'Delete' button, a grey 'Cancel' button, and a green 'Save' button highlighted with a red box.

If you wish to delete your comment, click on the **red Delete** button and click **Yes** to confirm your decision. You will notice the deleted comment no longer appears in the Panel Comments after deletion.

This screenshot shows the 'Update Comment' pop-up window with the 'Delete' button highlighted by a red box. Below the main form, a confirmation dialog is displayed with the text 'Are you sure you want to remove this item?'. At the bottom of the dialog are two buttons: a green 'Yes' button highlighted with a red box and a red 'No' button.

10. **[Reviewing Documents/Attachments]** On iRECS, the uploaded document(s) are appended below the relevant question. Click the **Download** button to download and view the document.

Outline of Project:

B.4 Describe how the project is designed in relation to these aims in broad terms eg. treatments, groups etc.

You may wish to consider the following aspects in this section:

- i) Whether longitudinal measurements (e.g. repeated animal imaging) can be used in lieu of separate cohorts of animals at different timepoints, in order to reduce animal numbers
- ii) Whether it is possible, based on experimental design, to use animals to address multiple aims
- iii) Steps taken to ensure scientific robustness of findings, e.g. whether studies will be repeated or complemented by orthogonal experimental models (in vitro and/or on vivo)
- iv) Whether it is appropriate to use "blinding" of investigators to treatment groups.

NOTE: Step-by-step details of procedures should be described in B.5.

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo.

A flow chart or table is encouraged to give an overview of the study design.

Type	Document Name	File Name	Date	Version	Size	View
Default	Sample Attachment	Sample Attachment.docx			12.7 KB	Download

If you wish to **leave comments** against an attached document, follow the instructions listed in **Step 9** above.

Click on any part of the following section to leave a comment against the attached document section.

A flow chart or table is encouraged to give an overview of the study design. Select Me

Type	Document Name	File Name	Date	Version	Size	View
Default	Sample Attachment	Sample Attachment.docx			12.7 KB	Download

11. **Continue your review until you have reviewed the entire application.**

Tip: If you need to *jump from one form section to another*, click on the **Navigate** button in the left-hand panel, you can then click on the relevant section link to navigate directly to that section.

Work Area

Actions

Timeline

View as PDF

Documents

1
 Panel Comments

1
 Changes

Project Id: 4689 Version: 4.0

Navigate directly to a section by clicking on the section's hyperlink.

Animal Ethics Application

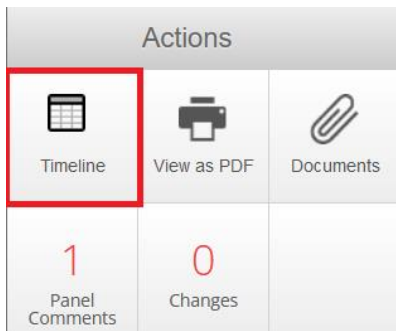
Section

- Before you start
- Submission Type
- Project Personnel
- A. Administration
- B. Project Overview
- C. Animal Use & Numbers
- D. Impact on Animal Wellbeing
- E. Monitoring Animal Wellbeing
- F. Animal Housing
- G. Special Justification
- H. Government Statistics
- Attachments
- Declaration
- Submission

Questions

- Before you start
- Submission Type
- Project Personnel
- Administration
- Project Overview
- Animal Use & Numbers
- Impact on Animal Wellbeing
- Monitoring Animal Wellbeing
- Animal Housing
- Special Justification
- Government Statistics
- Attachments
- Declaration
- Submission

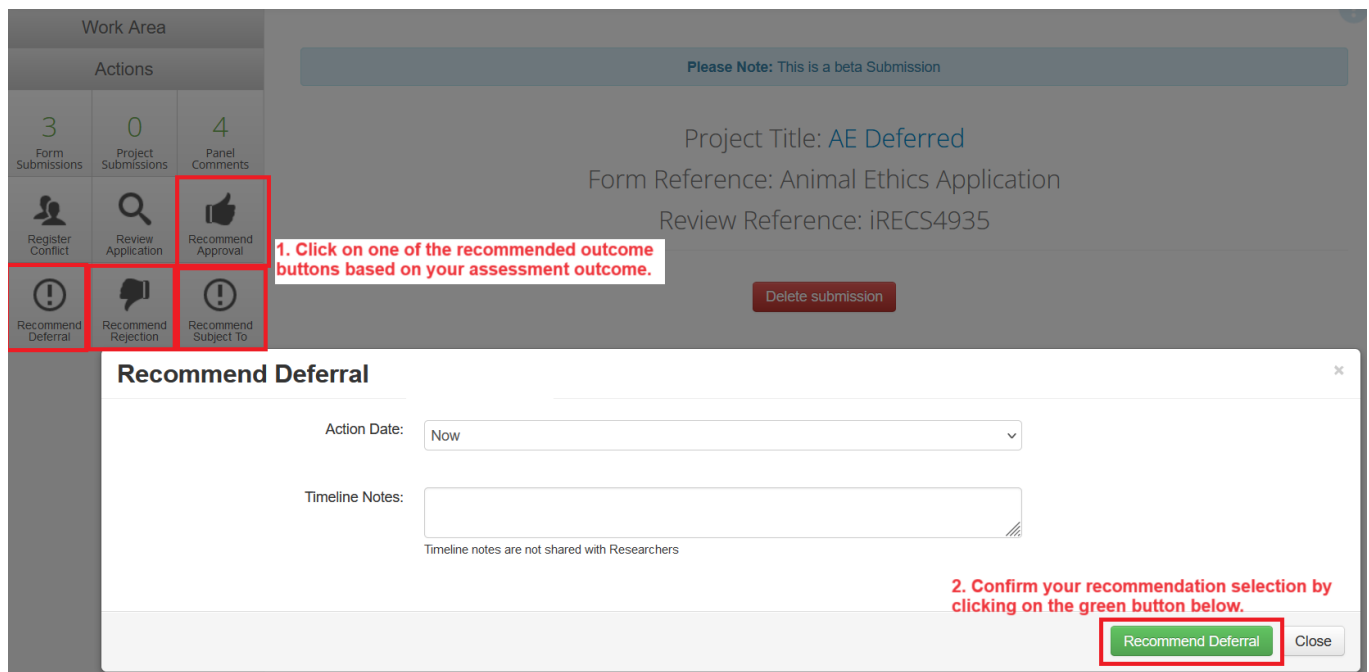
12. Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the **Project Timeline/Overview page**.



13. Click on one of the following recommended outcome buttons based on your (SP) assessment. Confirm the recommendation in the subsequent pop-up screen.

Note: Upon confirming your recommendation selection, the AE team will process the recommended outcome (+ review any reviewer comments)* before relaying the relevant outcome to the researcher.

*In the case where the SP recommended outcome differs from the Committee's recommended outcome (e.g. SP recommended Deferral; Committee recommended Subject To), RECS will relay the Committee-recommended outcome to the researcher/CI.



14. **Review complete!**

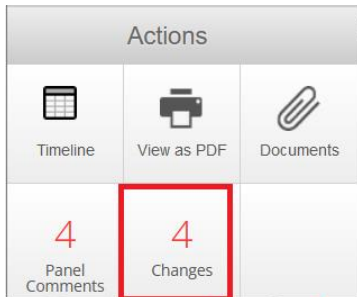
Note: The recommended outcome will be relayed to the Animal Ethics team for further processing and they will relay the relevant outcome to the applicant (e.g. either returning the application back to the applicant for revision OR issuing an approval/rejection notice).

Reviewing a Deferred Resubmission (New Application/More than Minor Mod)

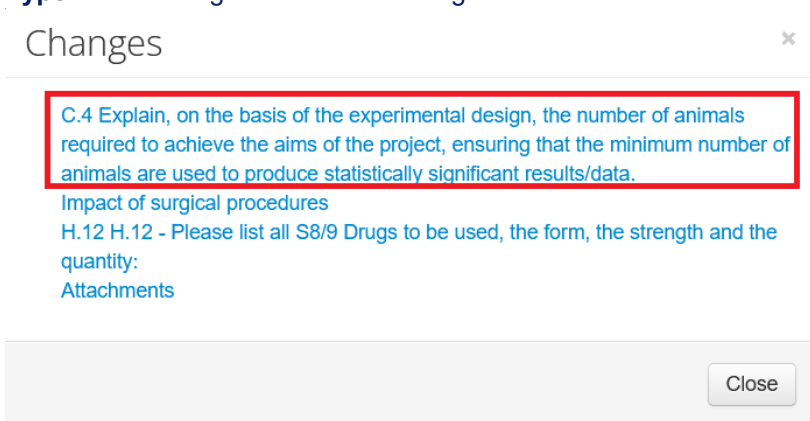
The review process is largely similar to reviewing a new application – instructions outlined above.

Key difference: You will see changes made to the application. To view the changes since the previous submission:

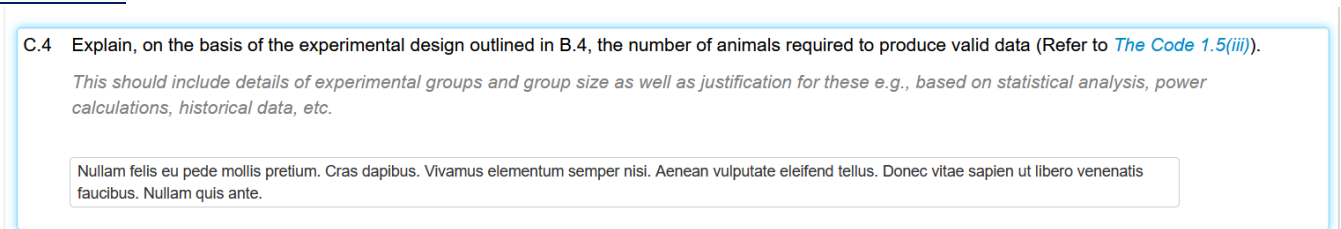
1. Follow **Steps 1-5** of the previous instruction set, then return to this section and follow the following instructions.
2. Once on the Project Navigation page, click on the **Changes** button on the left-hand panel to view the changes since the last submission.



3. The Changes pop-up will display a list of changes that have been made to the form. Click on the **first hyperlink** to navigate to the first change that was made.



4. iRECS will **bring you directly** to the section that has been changed. The section will be bordered by a light blue border.



5. To view the tracked change version, scroll up to the top of the form section and click on the blue **View Changes** button.

Note: The applicant has changed an answer within this panel since the last submission.

[View Changes](#)

6. Scroll down again, you will see the tracked changes as follows:

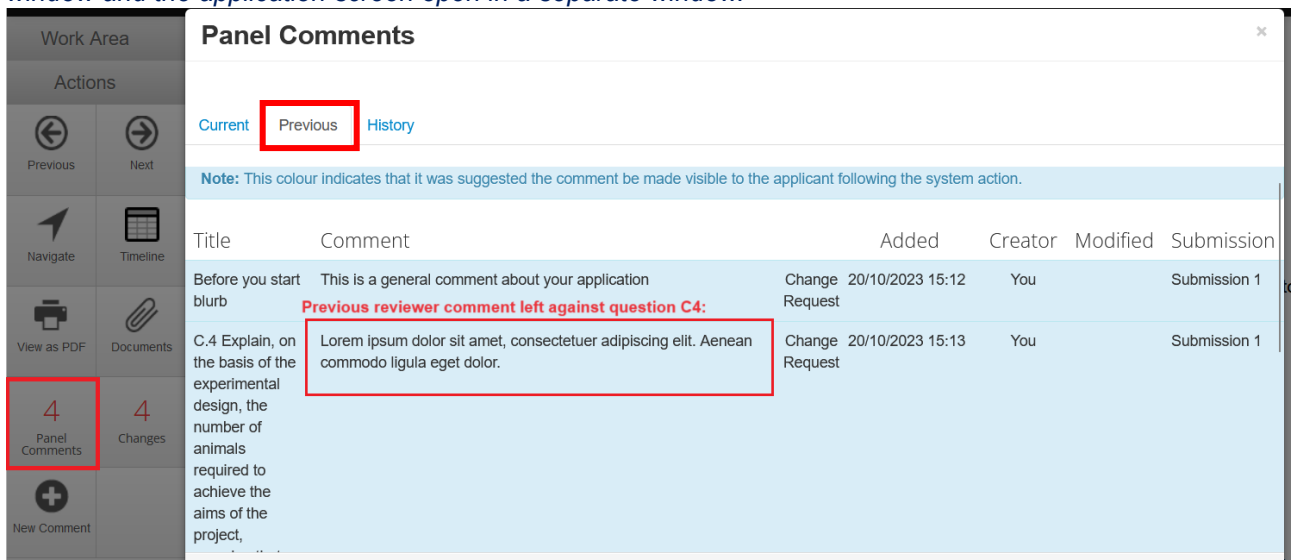
Red = deleted texts; green = new texts added

C.4 Explain, on the basis of the experimental design outlined in B.4, the number of animals required to produce valid data (Refer to [The Code 1.5\(iii\)](#)).

This should include details of experimental groups and group size as well as justification for these e.g., based on statistical analysis, power calculations, historical data, etc.

Nullam ~~dictum~~ felis eu pede mollis pretium. ~~Integer tincidunt~~. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. ~~Donec vitae sapien ut libero venenatis faucibus.~~ ~~Nullam quis ante.~~

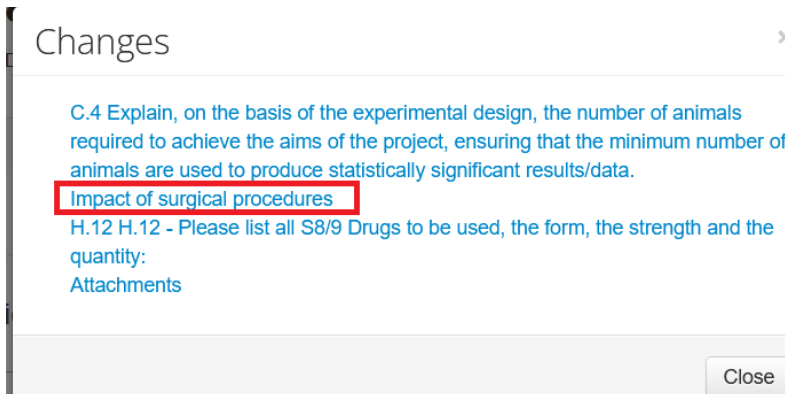
7. If you need to view the previous reviewer comment that was left against this question, click on the **Panel Comments** button in the left-hand panel to access past comments. In the **Panel Comments pop-up**, click on the **Previous** tab. Scroll to the desired question, and the reviewer's comment will be displayed alongside it. **Tip:** *iRECS allows multiple tabs to be open simultaneously, so you can have the panel comments open on one window and the application screen open in a separate window.*



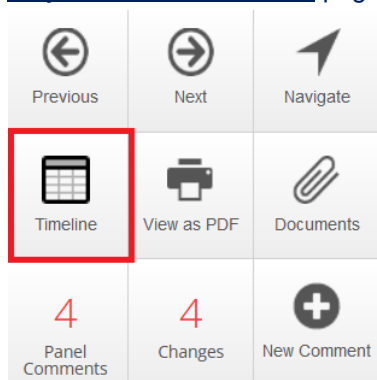
8. You can **leave another comment** (i.e. change request) if the applicant has not met all your update requests. See **Step 9** of the previous instruction set on how to leave a reviewer comment.

9. If the applicant has met your update request for this question, you can navigate to the next update made by the applicant by clicking on the **Changes** button on the left-hand panel and **repeating Steps 3-8** of this instruction set until all changes are reviewed.

Note: *The cover letter in response to the Committee's recommendations will be attached in the Attachments section of iRECS.*



10. Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the Project Timeline/Overview page.



11. Click on one of the following recommended outcome buttons based on your (SP) assessment. Confirm the recommendation in the subsequent pop-up screen.

Note: Upon confirming your recommendation selection, the AE team will process the recommended outcome (+ review any reviewer comments)* before relaying the relevant outcome to the researcher.

**In the case where the SP recommended outcome differs from the Committee's recommended outcome (e.g. SP recommended Deferral; Committee recommended Subject To), RECS will relay the Committee-recommended outcome to the researcher/CI.*

The screenshot displays a web application interface. At the top, there is a 'Work Area' header. Below it, an 'Actions' menu contains several icons: 'Form Submissions' (3), 'Project Submissions' (0), 'Panel Comments' (4), 'Register Conflict', 'Review Application', 'Recommend Approval', 'Recommend Deferral', 'Recommend Rejection', and 'Recommend Subject To'. A red box highlights the 'Recommend Approval', 'Recommend Deferral', and 'Recommend Subject To' buttons. A red text box with the instruction '1. Click on one of the recommended outcome buttons based on your assessment outcome.' points to these buttons. The main content area shows a 'Please Note: This is a beta Submission' message, followed by project details: 'Project Title: AE Deferred', 'Form Reference: Animal Ethics Application', and 'Review Reference: iRECS4935'. A 'Delete submission' button is visible. A 'Recommend Deferral' pop-up window is open, featuring an 'Action Date' dropdown set to 'Now' and a 'Timeline Notes' text area. A red text box with the instruction '2. Confirm your recommendation selection by clicking on the green button below.' points to a green 'Recommend Deferral' button in the pop-up window, which is also highlighted with a red box. A 'Close' button is located next to it.

12. **Review Complete!**

Note: The recommended outcome will be relayed to the Animal Ethics team for further processing and they will relay the relevant outcome to the applicant (e.g. either returning the application back to the applicant for revision OR issuing an approval/rejection notice).

Reviewing a Subject To Resubmission (New Application/More than Minor Mod)

A similar process to reviewing a resubmitted deferred application. Please follow the deferred resubmission instructions above to review a subject to resubmission.

Key Difference:

- Submission is **reviewed out-of-session (i.e. not at a monthly Committee meeting)**, thus, please review the submission as soon as you receive the reviewer assignment email.

Note: You'll notice that the Meeting Date field of the reviewer assignment email is blank for subject to resubmissions.

From: ERM <noreply@infonetica.net>
To: <ae.spokesperson@irecs.com>
CC:
Subject: iRECS4863 - Animal Ethics Application iRECS Submission Assigned Review

Dear Dr AE SP,

Reference Number: iRECS4863

Project Title: ae

Chief Investigator: Ms Cecilia Ting

Submission Type: Animal Ethics Application

Meeting Date (left blank if reviewed out of session): **meeting date field is blank for subject to resubmission (as it is reviewed out-of-session)**

The above submission has been assigned to you for review. Login to iRECS to review the above application. You can access this submission using the following link <https://irecs.review.unsw.edu.au/Timeline/Index/17024>.

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

Please ensure that your reviewer comments are completed within the allocated timeframe for the submission type.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney

NSW 2052 AUSTRALIA

E: animaethics@unsw.edu.au

Reviewing a Minor Modification Submission/Resubmission - Spokesperson

1. Once RECS (Animal Ethics (AE) team) has assigned you as the Spokesperson against the minor modification submission, you will receive the following **notification from <donotreply@infonetica.net>**. Click on the **hyperlink** to begin the review process.

Note: *Modifications should be reviewed within 5 business days.*

From: ERM <donotreply@infonetica.net>
To: <ac.spokesperson@irecs.com>
CC:
Subject: **iRECS5865 - iRECS Submission Assigned Review**

Dear Spokesperson,

Reference Number: iRECS5865
Project Title: Minor Mod Workflow Example
Chief Investigator: Dr Cecilia Ting
Submission Type:

The above submission is pending the **Spokesperson's review**. Executives and Chair are not required at this stage. Please login to iRECS to review the above application. You can access this submission using the following link <https://unswtest.review.ethicalreviewmanager.com/Timeline/Index/17111>.

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

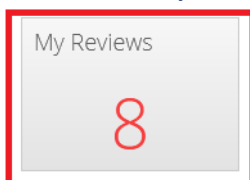
Please ensure that your reviewer comments are completed within the allocated timeframe for the submission type.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney
NSW 2052 AUSTRALIA
E: animalethics@unsw.edu.au
P: <https://research.unsw.edu.au/contact-us>

Alternatively, you can **log into the iRECS Reviewer portal** and access your assigned submission via the **My Reviews** tile in your Work Area.



Click on any part of the submission to navigate into the project.

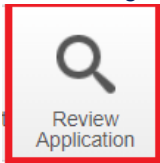
Note: *Modifications submissions will be listed as Animal Ethics Modification – indicated below.*

	Review Reference	Application Type	Review Submission Date	Project Id	Project Title
✓	iRECS5865	Animal Ethics Modification	01/11/2023 11:53	5865	Minor Mod Workflow Example

- Once you are on the Project Overview page, click on the **Review Application** button on the side panel to review the minor modification submission.

Note #1: The steps to review a minor modification submission are the same as that of a new application, please refer to **Steps 3 – 11** of the [Reviewing a new application in iRECS](#) instruction set for review instructions.

Note #2: Keep in mind that if you are reviewing a minor modification submissions/resubmission, you will see track changes in revised sections of the form.



- Under the **Submission Type** section, you can view details of the [modification](#), [modification justification](#) as well as [previously approved modifications](#) (if any).

Animal Ethics Modification

Please provide brief details of previously approved modifications to the project:

AEO Modification #N A6 Response: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

AEO Modification #N B1 Response: Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. 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,

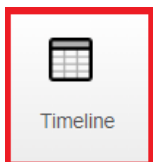
Please provide a brief summary of the newly proposed modification(s):

this is my new modification

Please provide justification for the requested modification(s):

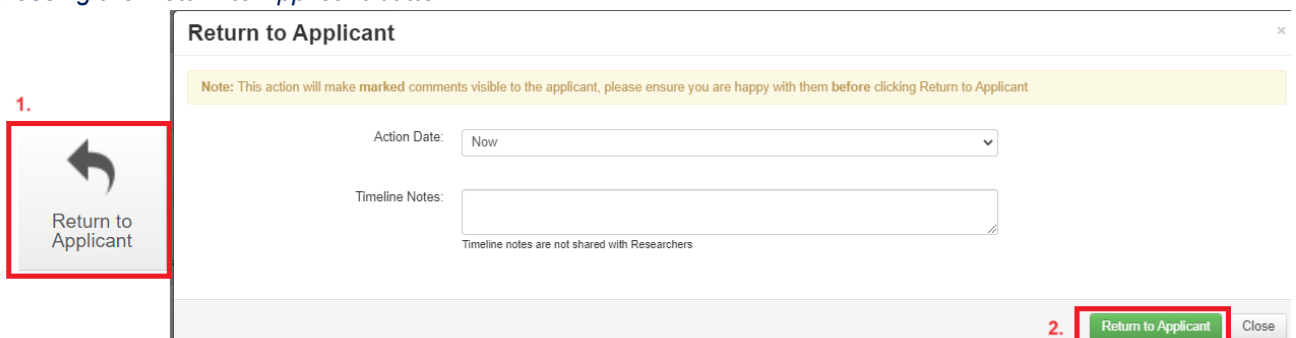
this is becauseee

- Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the **Project Timeline/Overview page**.



- On the Project Overview page, click on one of the three following action buttons in the side panel based on your (SP) assessment:

- Return to Applicant:** Click on this button should you wish to return the submission to the applicant for revision before it is relayed to the Executives and Chair for review. Confirm your selection in the pop-up. **Note:** Pressing this button will **return the submission to the applicant directly**, so please make sure your reviewer comments are made visible to the applicant and in an appropriate format to be seen by the applicant (refer to **Step 9iii** of the [Reviewing a new application in iRECS](#) instruction set) before pressing the Return to Applicant button.



- **Request Cat C Exec Review:** Click on this button should you wish to relay the submission to the Category C Executive* for review. In the pop-up, leave your (SP) comments including a summary of the proposed modification and your recommendation to the Executives/Chair in the Timeline Notes section, then click on the green Request Cat C Exec Review button to complete the process.

***Note:** *iRECS requires the Executives to conduct their review sequentially, i.e. Category C Executive will conduct his review first and the Category A Executive review will then follow. The SP comments can be accessed by the Executives and Chair.*

1. Request Cat C Exec Review

2. Enter your (SP) comments in this box here.

3. Request Cat C Exec Review

- **Escalate to Chair:** Click on this button should you wish to escalate the submission directly to the Chair for review (i.e. bypassing the Executives). In the pop-up, leave your (SP) comments to the Chair in the Timeline Notes section, then click on the green Escalate to Chair button to complete the escalation process.

Note: *The Escalate to Chair function should not be used as part of the normal minor modification workflow and is primarily designed to escalate modifications considered to be 'more than minor' in nature to the Chair for full Committee review.*

1. Escalate to Chair

2. Enter your (SP) comments to the Chair in this box here.

3. Escalate to Chair

6. Review Complete!

Note: *The Executive C will receive an email asking him/her to log into iRECS to review the minor modification submission. After which, Executive A's and then the Chair's review will follow. Once the Chair has relayed the recommended outcome to the Animal Ethics team, the team will help process and relay the relevant outcome to the applicant.*

Reviewing a Minor Modification Submission/Resubmission – Category C Executive

1. Once the SP has relayed the minor modification submission to you (Category C Executive) for review, you will receive the following **notification from <donotreply@infonetica.net>**. Click on the **hyperlink** to begin the review process.

From: ERM <donotreply@infonetica.net>
To: <ae.executive@irecs.com>;
CC:
Subject: **iRECS5865 - iRECS Submission Assigned for Category C Executive Review**

Dear Assigned Category C Executive,

Reference Number: iRECS5865
Project Title: Minor Mod Workflow Example
Chief Investigator: Dr Cecilia Ting
Submission Type:

The above submission now requires **Category C Executive** review. Category A Executive review will follow Category C Executive review. Login to iRECS to review the above application. You can access this submission using the following link <https://unswtest.review.ethicalreviewmanager.com/Timeline/Index/17111>.

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

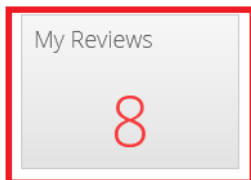
Please complete your review and make your recommendation as soon as possible.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney
NSW 2052 AUSTRALIA
E: animalethics@unsw.edu.au
P: <https://research.unsw.edu.au/contact-us>

Alternatively, you can **log into the iRECS Reviewer portal** and access your assigned submission via the **My Reviews** tile in your Work Area.



Click on any part of the submission to navigate into the project.

Review Reference	Application Type	Review Submission Date	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name
✓ iRECS5865	Animal Ethics Modification	01/11/2023 11:53	5865	Minor Mod Workflow Example	Dr	Animal	Ethics

- Once you have landed on the Project Overview page, you can view the SP comments to the Executives/Chair by clicking on the **Request Cat C Exec Review** timeline action below. Click **Close** to close the pop-up.

The screenshot shows the 'Timeline' tab selected in the top navigation bar. Below it, there are tabs for 'Project', 'Documents', 'Data', 'Contacts', and 'Time KPIs'. A search bar with 'Zoom In' and 'Zoom Out' icons is present. The main area shows a timeline for Tuesday 31 October 2023, with time slots from 0:00 to 08:00. An action 'Request Cat C Exec Review*' is highlighted in yellow. A red arrow points from this action to a pop-up window titled 'Event Information'. The pop-up contains the following details:

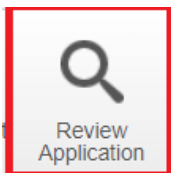
- Event:** Request Cat C Exec Review
- Start Date:** Wednesday, November 1, 2023
- Recorded Date:** Wednesday, November 1, 2023
- Clock Action:** None
- Status Before:** Under Review (Minor Mod)
- Status After:** Pending Executive C Recommendation
- Attachment:**
- Performed By:** SP name will appear here
- Timeline Notes:** SP comments will appear here
- Action Detail:**

A 'Close' button is located in the bottom right corner of the pop-up window.

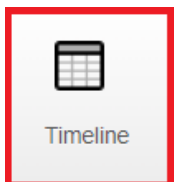
- Click on the **Review Application** button on the side panel to review the minor modification submission.

Note #1: The steps to review a minor modification submission are the same as that of a new application, please refer to **Steps 3 – 11** of the [Reviewing a new application in iRECS](#) instruction set for review instructions.

Note #2: Keep in mind that if you are reviewing a minor modification resubmission, you will see track changes in revised sections of the form.



- Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the **Project Timeline/Overview** page.



- Once you have landed on the **Project Timeline/Overview** page, click on the **Request Cat A Exec Review** button in the side panel to relay the submission to the Category A Executive* for review. In the pop-up, leave your comments to the Executive/Chair in the Timeline Notes section, then click on the green Request Cat A Exec Review button to complete the process.

***Note:** iRECS requires the Executives to conduct their review sequentially, i.e. Category C Executive will conduct his review first and the Category A Executive review will then follow. Your comments can be accessed by all Executive Committee members.

1. Request Cat A Exec Review

Request Cat A Exec Review

Action Date: Now

Timeline Notes: Enter your comments for the Exec/Chair here. 2.

Timeline notes are not shared with Researchers

3. Request Cat A Exec Review Close

8. Review Complete!

Note: The Executive A will receive an email asking him/her to log into iRECS to review the minor modification submission. After which, the Chair's review will follow. Once the Chair has relayed the recommended outcome to the Animal Ethics team, the team will help process and relay the relevant outcome to the applicant.

Reviewing a Minor Modification Submission/Resubmission – Category A Executive

1. Once the Category C Executive has relayed the minor modification submission to you (Category A Executive) for review, you will receive the following **notification from <donotreply@infonetica.net>**. Click on the **hyperlink** to begin the review process.

From: ERM <noreply@infonetica.net>
To: <ae.executive2@irecs.com>
CC:
Subject: **iRECS5865 - iRECS Submission Assigned for Category A Executive Review**

Dear Assigned Category A Executive,

Reference Number: iRECS5865
Project Title: Minor Mod Workflow Example
Chief Investigator: Dr Cecilia Ting
Submission Type:

The above submission has been reviewed by Category C Executive and now requires **Category A Executive review**. Login to iRECS to review the above application. You can access this submission using the following link: <https://unswtest.review.ethicalreviewmanager.com/Timeline/Index/17111>.

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

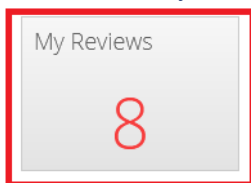
Please complete your review and make your recommendation as soon as possible.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney
NSW 2052 AUSTRALIA
E: animalethics@unsw.edu.au
P: <https://research.unsw.edu.au/contact-us>

Alternatively, you can **log into the iRECS Reviewer portal** and access your assigned submission via the **My Reviews** tile in your Work Area.



Click on any part of the submission to navigate into the project.

Review Reference	Application Type	Review Submission Date	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name
✓ iRECS5865	Animal Ethics Modification	01/11/2023 11:53	5865	Minor Mod Workflow Example	Dr	Animal	Ethics

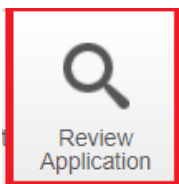
- Once you have landed on the Project Overview page, you can [view the SP and Category C Executive comments](#) by clicking on the **Request Cat C Exec Review** (to view SP comment) and **Request Cat A Exec Review** (to view Cat C Exec comment) timeline actions below. Click **Close** to close the pop-ups.

The screenshot displays the 'Timeline' tab of a project overview page. Two 'Event Information' pop-up windows are open. The left window, titled 'Request Cat C Exec Review', shows details such as Start Date (Wednesday, November 1, 2023), Recorded Date (Wednesday, November 1, 2023), Clock Action (None), Status Before (Under Review (Minor Mod)), and Status After (Pending Executive C Recommendation). The right window, titled 'Request Cat A Exec Review', shows similar details but with Status Before (Pending Executive C Recommendation) and Status After (Pending Executive A Recommendation). Below the pop-ups is a table with columns: Action, Event Date, Clock Status, and Clock Information. The first row is 'Request Cat A Exec Review*' with a link 'Click this to view Exec C Comment' and a clock icon. The second row is 'Request Cat C Exec Review*' with a link 'Click this to view SP comments' and a clock icon.

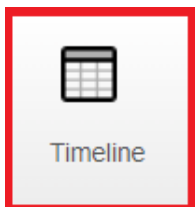
- Click on the **Review Application** button on the side panel to review the minor modification submission.

Note #1: The steps to review a minor modification submission are the same as that of a new application, please refer to **Steps 3 – 11** of the [Reviewing a new application in IRECS](#) instruction set for review instructions.

Note #2: Keep in mind that if you are reviewing a minor modification resubmission, you will see track changes in revised sections of the form.



- Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the **Project Timeline/Overview page**.



- Once you have landed on the Project Timeline/Overview page, click on the **Recommendation to Chair** button on the side panel to relay the submission to the Chair* for review. In the pop-up, leave your comments to the Chair in the Timeline Notes section, then click on the green Recommendation to Chair button to complete the process.

***Note:** iRECS requires the Executives to conduct their review sequentially, after which, the Chair review will take place, i.e. Category C Executive will conduct his review first, followed by Category A Executive. The Chair review will then follow. Your comments can be accessed by all Executive Committee members.

The screenshot shows a pop-up window titled "Recommendation to Chair". On the left side of the page, there is a button labeled "1." with a red border, containing an upward-pointing arrow icon and the text "Recommendation to Chair". The pop-up window itself has a white background and a grey border. At the top right of the window is a close button (an 'x' icon). Below the title, there is a dropdown menu for "Action Date:" with "Now" selected. Underneath is a text area for "Timeline Notes:" with a red border and the text "2. Enter your comments to the Chair here." Below the text area, there is a small note: "Timeline notes are not shared with Researchers". At the bottom right of the window, there is a green button labeled "3. Recommendation to Chair" and a grey "Close" button.

- Review Complete!**

Note: The Chair will receive an email asking him/her to log into iRECS to review the minor modification submission. Once the Chair has relayed the recommended outcome to the Animal Ethics team, the team will help process and relay the relevant outcome to the applicant.

Reviewing a Minor Modification Submission/Resubmission – Chair

1. Once the Category A Executive has relayed the minor modification submission to you (Chair) for review, you will receive the following **notification from <donotreply@infonetica.net>**. Click on the **hyperlink** to begin the review process.

From: ERM <donotreply@infonetica.net>
To: <ae.chair@irecs.com>
CC:
Subject: **IRECS5865 - iRECS Submission Assigned for Chair Review**

Dear Assigned Chair,

Reference Number: iRECS5865
Project Title: Minor Mod Workflow Example
Chief Investigator: Dr Cecilia Ting
Submission Type:

The above submission was reviewed by the Spokesperson and the Category C and A Executives and has now been **assigned to you for review**. Please login to iRECS to review the above application. You can access this submission using the following link <https://unswtest.review.ethicalreviewmanager.com/Timeline/Index/17111>.

If you have a conflict of interest against the submission, please log this on iRECS (via the 'Register Conflict' button on the left-hand panel of the iRECS application page).

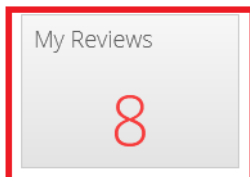
Please complete your review and make your recommendation as soon as possible.

Kind regards,

Research Ethics & Compliance Support (RECS)

UNSW Sydney
NSW 2052 AUSTRALIA
E: animalethics@unsw.edu.au
P: <https://research.unsw.edu.au/contact-us>

Alternatively, you can **log into the iRECS Reviewer portal** and access your assigned submission via the **My Reviews** tile in your Work Area.



Click on any part of the submission to navigate into the project.

↓↑	↑↓	Review Reference	↑↓	Application Type	↑↓	Review Submission Date	↑↓	Project Id	↑↓	Project Title	↑↓	Applicant Title	↑↓	Applicant First Name	↑↓	Applicant Last Name
✓	▶	iRECS5865		Animal Ethics Modification		01/11/2023 11:53		5865		Minor Mod Workflow Example		Dr		Animal		Ethics

- Once you have landed on the Project Overview page, you can [view the SP, Category C Executive and Cat A Executive comments](#) by clicking on the **Request Cat C Exec Review** (to view SP comment), **Request Cat A Exec Review** (to view Cat C Exec comment) and **Recommendation to Chair** (to view Cat A Exec comment) timeline actions below. Click **Close** to close the pop-ups.

The screenshot displays the 'Timeline' tab of the Project Overview page. The timeline contains three actions:

Action	Event Date	Clock Status	Clock Information
Recommendation to Chair*	01/11/2023 15:52	🕒	0/0 days elapsed.
Request Cat A Exec Review*	01/11/2023 15:31	🕒	0/0 days elapsed.
Request Cat C Exec Review*	01/11/2023 13:14	🕒	0/0 days elapsed.

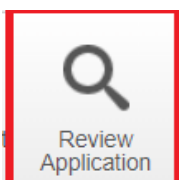
Three 'Event Information' pop-up windows are shown, each corresponding to an action:

- Recommendation to Chair (Green border):** Event: Recommendation to Chair; Start Date: Wednesday, November 1, 2023; Recorded Date: Wednesday, November 1, 2023; Clock Action: None; Status Before: Pending Executive A Recommendation; Status After: Pending Chair Recommendation; Attachment: None; Performed By: Cat A Exec Name; Timeline Notes: Cat A Exec comment will appear here; Action Detail: (empty).
- Request Cat A Exec Review (Purple border):** Event: Request Cat A Exec Review; Start Date: Wednesday, November 1, 2023; Recorded Date: Wednesday, November 1, 2023; Clock Action: None; Status Before: Pending Executive C Recommendation; Status After: Pending Executive A Recommendation; Attachment: None; Performed By: Cat C Exec Name; Timeline Notes: Cat C Exec Comment will appear here; Action Detail: (empty).
- Request Cat C Exec Review (Blue border):** Event: Request Cat C Exec Review; Start Date: Wednesday, November 1, 2023; Recorded Date: Wednesday, November 1, 2023; Clock Action: None; Status Before: Under Review (Minor Mod); Status After: Pending Executive C Recommendation; Attachment: None; Performed By: SP Name; Timeline Notes: SP Comments will appear here; Action Detail: (empty).

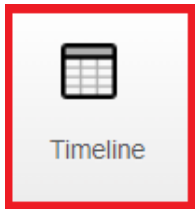
- Click on the **Review Application** button on the side panel to review the minor modification submission.

Note #1: The steps to review a minor modification submission are the same as that of a new application, please refer to **Steps 3 – 11** of the [Reviewing a new application in iRECS](#) instruction set for review instructions.

Note #2: Keep in mind that if you are reviewing a minor modification resubmission, you will see track changes in revised sections of the form.

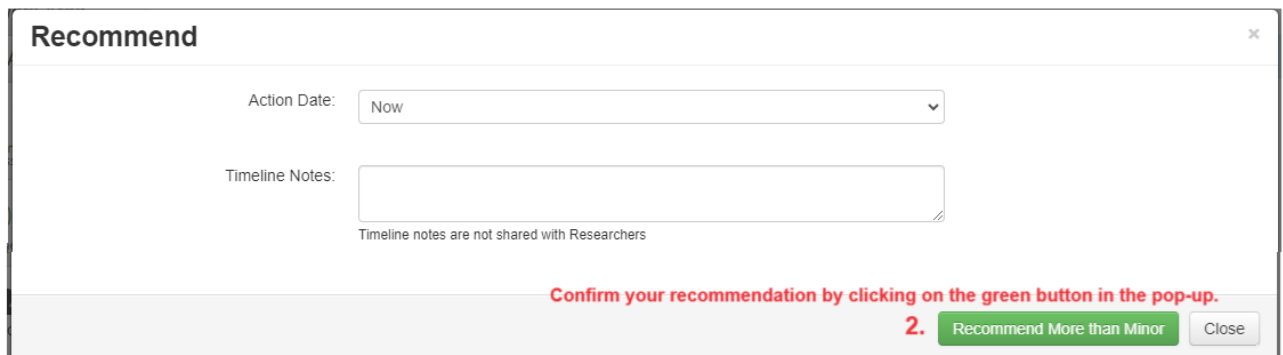


4. Once you have completed your review, click on the **Timeline** button in the left-hand panel to navigate to the **Project Timeline/Overview page**.



5. On the Project Overview page, click on one of the following recommendation buttons based on your (Chair) assessment. Confirm your selection in the subsequent pop up.

Note: Upon confirming your recommendation selection, the Animal Ethics (AE) team will process the recommended outcome (+ review any reviewer comments) before relaying the relevant outcome to the researcher.

A "Recommend" pop-up window. It has a title bar with "Recommend" and a close button. Below the title bar, there is a dropdown menu for "Action Date:" with "Now" selected. Below that is a text area for "Timeline Notes:". A small note below the text area says "Timeline notes are not shared with Researchers". At the bottom, there is a red instruction: "Confirm your recommendation by clicking on the green button in the pop-up." Below this instruction are two buttons: a green "Recommend More than Minor" button and a grey "Close" button. A red "2." is placed above the green button.

6. **Review Complete!**

Note: The Animal Ethics team will help process and relay the relevant outcome to the applicant. In the instance where a "Recommend More than Minor Modification" outcome is relayed, the AE team will first liaise with the CI to confirm that they wish to proceed with the more than minor modification recommendation. Once they have agreed to proceed, the AE team will assign the modification to the relevant Committee meeting for review.

Reviewing a More than Minor Modification

The instruction to review a more than minor modification submission should be similar to that of a new application - noting that the Executive Committee should have already reviewed a more than minor modification submission via the minor modification pathway (the Executive Committee's comments should remain visible against the submission), thus, you, the SP, can review the submission to see if any additional comments need to be made against the submission prior to the Committee meeting.

Instructions:

Reviewing a More than Minor Modification Submission: [Reviewing a new application in iRECS](#)

Reviewing More than Minor Modification Deferred Resubmission: [Reviewing a Deferred Resubmission](#)

Reviewing More than Minor Modification Subject To Resubmission: [Reviewing a Subject To Resubmission](#)

Reviewing Animal Ethics Reports

Annual Compliance and Animal Usage Report – to be ratified by the Main Committee

1. The Annual Compliance and Animal Usage Reports that are pending ratification will appear in the relevant meeting **Agenda section** as follows (actual text may vary). Click on the relevant **Review Link** to view the submitted Annual Compliance and Animal Usage Report.

Annual Compliance and Animal Usage Reports

For ratification

Review Link	Project Title	Chief Investigator	Spokesperson	Review Outcome
iRECS4692	AE_Sample App A	Dr Animal Ethics	Dr AE SP	Noted
iRECS4788	AE_Sample App B	Dr Animal Ethics	Dr AE SP	Noted
iRECS4728	AE_Sample App C	Dr Animal Ethics	Dr AE SP	Noted
iRECS4732	AE_Sample App D	Dr Animal Ethics	Dr AE SP	Noted

Report on Existing Project Conditions / Unexpected Adverse Event Report / Protocol Deviation

1. The assigned reports that are pending Main Committee review will appear in the relevant **ACEC Main Meeting Agenda** sections as follows. Click on the relevant **Review Link** to view the submitted reports.

5. Post approval Conditions

Presented by Prof. Richard Lock

Review Link	Project Title	Chief Investigator	Spokesperson	Submitted Condition
iRECS4746	Donec sodales sagittis magna	Dr Animal Ethics	Dr Warwick Prowse	Breeding Report
iRECS4685	AE_New App_RECS Approve_DVCRE Approve	Dr Animal Ethics	Dr Lindsay Wu	Tolerability Study

6. Adverse Events

Presented by Prof. Richard Lock

Review Link	Project Title	Chief Investigator	Report Date	Incident Date
iRECS4685	AE_New App_RECS Approve_DVCRE Approve	Dr Animal Ethics	15/09/2023	12/09/2023

7. Protocol Deviations

Presented by Prof. Richard Lock

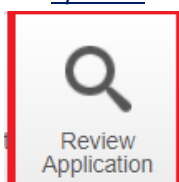
Review Link	Project Title	Chief Investigator
iRECS4732	Donec pede justo fringilla vel aliquet nec	Dr Animal Ethics

2. Once you are on the **Report Overview** page, click on the **Review Application** button on the side panel to review the report.

Note #1: The steps to review a submitted report are similar to that of a new application (see **Steps 3 – 11** of the [Reviewing a new application in iRECS](#) instruction set).

Note #2: Keep in mind that if you are reviewing a resubmitted report, you will see track changes in revised sections of the report.

Note #3: You are not required to leave comments against a submitted report. You can if you wish to do so, but it is optional.



3. **Review complete!** Once you have completed your review, you can return to the **Meetings** or **Work Area** page.
4. The Animal Ethics team will **action on the outcome (Noted or Subject To) relayed by the Main Committee** and relay the outcome to the applicant.