iRECS Reviewer Instructions

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Reviewing a New Application

1. Once RECS (Animal Ethics (AE) team) has assigned you as the Spokesperson against an application, you will receive the following notification from <donotreply@inonetica.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: FRM <donotreply@inonetica.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

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](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](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 (2023/16) of the ANIMAL CARE and ETHICS COMMITTEE(s) (ACEC) 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

<table>
<thead>
<tr>
<th>Review Link</th>
<th>Project Title</th>
<th>Chief Investigator</th>
<th>Spokesperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS4685</td>
<td>AE_New_App_RECS Approve_DVCRE_Approve</td>
<td>Dr Cecilia Ting</td>
<td>Dr AE SP</td>
</tr>
</tbody>
</table>

### 12. New Applications

[Click on the blue hyperlink to navigate to your assigned application](#)
2. 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 zid@ad.unsw.edu.au (e.g. z1234567@ad.unsw.edu.au)

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

4. **[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.

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.
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.

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.

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.

![Form Section]

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]

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.

Edit your comments as required then click Save.

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.
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.

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

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.
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*.

![Timeline button](image)

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.

![Recommended Outcome Buttons](image)

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.

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

   **Red** = deleted texts; **green** = new texts added
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.

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.

---

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://iresc-review.unsw.edu.au/Timeline/Index/17024](https://iresc-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: animalethics@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: <ae.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://unsweat.review.ethicalreviewmanager.com/Timeline/index/7111.](https://unsweat.review.ethicalreviewmanager.com/Timeline/index/7111)

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](https://research.unsw.edu.au/contact-us)

Alternatively, you can log into the [iRECS Reviewer portal](https://unsweat.review.ethicalreviewmanager.com) 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:** Modifi cations submissions will be listed as *Animal Ethics Modification* – indicated below.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Type</th>
<th>Date</th>
<th>Id</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS5865</td>
<td>Animal Ethics Modification</td>
<td>01/11/2023 11:53</td>
<td>5865</td>
<td>Minor Mod Workflow Example</td>
</tr>
</tbody>
</table>
2. 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.

![Review Application](image)

3. 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:

```

```

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 because
```

---

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**.

![Timeline](image)

5. 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.

![Return to Applicant](image)
• **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.

• **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.

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: RECS5865 - 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.
2. 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.

3. 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.

7. 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. 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.

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.educalreviewmanager.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.

<table>
<thead>
<tr>
<th>#</th>
<th>Reference</th>
<th>Application Type</th>
<th>Review Submission Date</th>
<th>Project Id</th>
<th>Project Title</th>
<th>Applicant Title</th>
<th>Applicant FName</th>
<th>Applicant LName</th>
</tr>
</thead>
</table>
2. 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.

3. 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. 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.

6. **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 Tang
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.
2. 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.

3. 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.

   - Register Conflict
   - Review Application
   - Recommend Approval
   - Recommend More than Minor
   - Recommend Rejection
   - Recommend Subject To

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.

<table>
<thead>
<tr>
<th>Review Link</th>
<th>Project Title</th>
<th>Chief Investigator</th>
<th>Spokesperson</th>
<th>Review Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS4692</td>
<td>AE_Sample App A</td>
<td>Dr Animal Ethics</td>
<td>Dr AE SP</td>
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</tr>
<tr>
<td>iRECS4788</td>
<td>AE_Sample App B</td>
<td>Dr Animal Ethics</td>
<td>Dr AE SP</td>
<td>Noted</td>
</tr>
<tr>
<td>iRECS4728</td>
<td>AE_Sample App C</td>
<td>Dr Animal Ethics</td>
<td>Dr AE SP</td>
<td>Noted</td>
</tr>
<tr>
<td>iRECS4732</td>
<td>AE_Sample App D</td>
<td>Dr Animal Ethics</td>
<td>Dr AE SP</td>
<td>Noted</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Review Link</th>
<th>Project Title</th>
<th>Chief Investigator</th>
<th>Spokesperson</th>
<th>Submitted Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS4746</td>
<td>Donec sodales sagittae magna</td>
<td>Dr Animal Ethics</td>
<td>Dr Warwick Prowse</td>
<td>Breeding Report</td>
</tr>
<tr>
<td>iRECS4685</td>
<td>AE_New App_RECS_Approve_DVCRE_Approve</td>
<td>Dr Animal Ethics</td>
<td>Dr Lindsay Wu</td>
<td>Tolerability Study</td>
</tr>
</tbody>
</table>

6. Adverse Events

Presented by Prof. Richard Lock

<table>
<thead>
<tr>
<th>Review Link</th>
<th>Project Title</th>
<th>Chief Investigator</th>
<th>Report Date</th>
<th>Incident Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS4685</td>
<td>AE_New App_RECS_Approve_DVCRE_Approve</td>
<td>Dr Animal Ethics</td>
<td>15/09/2023</td>
<td>12/09/2023</td>
</tr>
</tbody>
</table>

7. Protocol Deviations

Presented by Prof. Richard Lock

<table>
<thead>
<tr>
<th>Review Link</th>
<th>Project Title</th>
<th>Chief Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>iRECS4732</td>
<td>Donec pede justo fringilla vol aliquet noc</td>
<td>Dr Animal Ethics</td>
</tr>
</tbody>
</table>

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.