

Animal Ethics - Modifying an iRECS Approved Project

Notes:

- The following modification instructions apply to both **iRECS-Approved Projects** and **AEO-Approved (Migrated) Projects**.
- For AEO-approved (migrated) projects, the iRECS form does not capture all modification data, only the **most recent application modification** and any **historical personnel modifications** are reflected in the iRECS form.
- There are **no separate forms for Personnel or Application Modifications** on iRECS. All modifications are made directly to the approved application/project within iRECS by the Project Owner/CI, or by anyone who has been granted read & write” or “read, write & submit” access by the Project Owner.
- Modifications must be **submitted** and **approved** by the relevant Committee **before implementation**.

Modification Instructions:

1. To make modifications to an approved project on iRECS, you must first request for your application to be **unlocked for modification** by **emailing the Animal Ethics team at animalethics@unsw.edu.au**. Include the **review reference** of your project (see below), along with a **summary of the modification(s)** you wish to make in your email.

Note: You can find the review reference in the following sections of iRECS or in the iRECS notifications you received:

[iRECS Project Page](#)

This is a test project ignore

4909

Project Tree

[-] This is a test project ignore

Animal Ethics Application

Note that your Review Reference may differ in format from the one shown.

Action Required on Form	Status	Review Reference	Application Type	Date Modified
No	Approved with Conditions	iRECS4909	Animal Ethics Modification	30/10/2023 10:26

Email Notification



donotreply@infonetica.net

To

Dear

Reference Number: iRECS4875

Note that your Review Reference format may differ from the one shown

Project Title:

Applicant: Dr

2. The Animal Ethics team will review your request and **unlock the approved application/project** in iRECS.
3. Once your application is unlocked, you will receive a **notification from donotreply@infonetica.net** advising that your application is ready for modification on iRECS.
4. Click on the **hyperlink** listed in the email to navigate to your project.

Your Animal Ethics Application application has been unlocked and you can now submit your modification in iRECS.

You can access your application modification via <https://irecs.unsw.edu.au/Project/Index/1158>.

5. On the project overview page, click on the **Submission Type** section.

Navigation Documents Signatures Collaborators Submissions

Animal Ethics Application

Section

- Before you start
- Submission Type
- Project Personnel
- A. Administration

Questions

- Before you start
- Submission Type
- Project Personnel
- Administration

6. Select the **Animal Ethics Modification** option.

Update the “**Please provide brief details of previously approved modifications to the project**”* (if any). Provide a response to the “**Please provide a brief summary of the newly proposed modification(s)**”, and “**Please provide justification for the requested modification(s)**” fields.

***Note #1:** This section is to be populated with historical modification details. This section will come pre-populated for projects migrated from AEO. You should update this section upon every subsequent modification request.

Note #2: Please reference any modifications you have made to an attachment in the modification summary details section.

Submission Type

Indicate the submission type:

- Animal Ethics Application
Submission of an Animal Ethics Application (including revision requests), to be reviewed by the UNSW Animal Care and Ethics Committees.
- Animal Ethics Modification
Submission of an amendment to an approved Animal Ethics Application, to be reviewed by the UNSW Animal Care and Ethics Committees
- Animal Ethics Externally Approved Application
Animal Ethics Application approved through another institution for noting by the UNSW Animal Care and Ethics Committee.

Animal Ethics Modification

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

This section is to be populated with historical modification details. This section will come pre-populated for the migrated AEO projects. You should update this section upon every subsequent modification request.

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

Please provide justification for the requested modification(s):

7. Once this is done, navigate to **relevant sections of the Animal Ethics form** to make the changes you wish to make.

Note: All changes (except for content within an attachment/document) will be tracked by iRECS.

8. Applies to AEO-migrated projects only.

- i. The **Project Personnel** section should capture all personnel associated with your project (including anyone added/removed via Personnel Modification). It is recommended that you review the iRECS personnel list to ensure they accurately reflect those approved via AEO application/modifications.
- ii. If your AEO project has **any previously approved application modifications**, we have migrated the latest approved application modification onto iRECS. The migrated responses will show up as follows against relevant iRECS questions.

If you are not planning on making any modifications to the question, you can **leave the migrated responses as-is**. If your modification requires you to **modify your response to the question**, please review the migrated response and provide a consolidated (+modified) response.

Note: All changes (except for content within an attachment/document) will be tracked by iRECS.

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Response extracted from initial application

AEO Modification #N Response: Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Sed aliquam, nisi quis porttitor congue, elit erat euismod orci, ac placerat dolor lectus quis orci. Phasellus consectetur vestibulum elit. Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Vestibulum fringilla pede sit amet augue. In turpis. Pellentesque posuere. Praesent turpis. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna dolor sagittis lacus. Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Nullam sagittis. Suspendisse pulvinar, augue ac venenatis condimentum, sem libero volutpat nibh, nec pellentesque velit pede quis nunc. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Fusce id purus. Ut varius tincidunt libero. Phasellus dolor. Maecenas vestibulum mollis.

Response extracted from the most recent approved project modification

Tip: You can **access all previously approved AEO modifications** via the following steps. Note that AEO documents will only be accessible on iRECS from 27 Nov 2023 onwards.

23/99A - Example Migrated Application (No Mod) 6328

Project Tree

- 23/99A - Example Migrated Application (No Mod)
 - Animal Ethics Application

Action Required on Form	Status	Review Reference	Application Type	Date Modified
No	Approved with Conditions	iRECS6328	Animal Ethics Application	14/11/2023 17:31

Navigation Documents Signatures Collaborators Submissions History

1. You can access all your past approved modifications by navigating to the **Project Overview Page**.
2. Click on the **Documents** tab
3. **Download** the relevant previously approved Mod from the list

Documents

Search Document

Type	Document Name	File Name	Version Date	Version	Size	Download
Form	Form	Form.pdf				Download
Default	Sample Attachment	Sample Attachment.docx	01/11/2023	1	12.7 KB	Download
Default	AEO Approved Application Modification Cl.pdf	Sample Attachment.docx	01/11/2023	1	12.7 KB	Download

- iii. We have attempted to migrate all relevant data in AEO onto iRECS. However, **there will be gaps** throughout the Animal Ethics form that you have to complete. Please click on the **Completeness Check** button to pick up areas of the form you are required to complete.

Note: Please make sure you fill in **question B1**, this fill is pre-populated with “New question on iRECS, response not available on AEO, please update” text so it won’t appear in the Completeness Checklist.

Completeness Check

Warning: Please ensure that you have addressed any reviewer comments before submitting

Incomplete: Please complete the following questions

- ARA Cancellation - Have any of the people participating in the project had any Animal Research Authority or Animal Supplier's Licence cancelled?
- B.6 Schedule of administration (incl. the total number of doses);
- Who will euthanase the animals? B.9 Title
- Who will euthanase the animals? B.9 Title
- E.5 Please indicate where the monitoring sheets will be held (including room number)
- E.7 Who will be responsible for monitoring the animals during weekdays? Title
- E.7 Who will be responsible for monitoring the animals during weekdays? User ID
- Address Details Provot
- H.15 SB/9 Access Personnel First Name
- H.15 SB/9 Access Personnel Surname
- H.15 SB/9 Access Personnel Surname
- H.15 SB/9 Access Personnel Surname
- H.15 SB/9 Access Personnel Contact Number

Blank sections to be filled will be listed here. Click on each hyperlink to navigate to the relevant section.

Submit Close

- iv. Respond to any new questions on iRECS, e.g.

B.1 Indicate the type of research to be conducted (limit to 10 words):

e.g. Cardiac Research, Cancer Research, Orthopaedic Research, Wildlife Research, Teaching, Behavioural Neuroscience

New question on iRECS, response not available on AEO, please update

- v. You will note that the **Personnel fields** for some questions are migrated as follows, you can leave the migrated response format as-is, but populate the blank personnel fields with "." so they are no longer identified as blank fields by the Completeness Check feature.

E.7 Indicate who will be monitoring the animals during weekdays, weekends and holidays.

Please navigate to the Project Personnel section to check that the personnel listed here is a

Search User

Title .

First Name AEO weekdays: John Smith; Sally Smith; Jane Doe

Surname AEO weekends/holidays: Jane Doe

zID .

Faculty / Division .

School / Centre / Unit .

Populate the empty fields with "." so they no longer shows up as a blank field

9. Once you have **made all necessary modifications**, click **Submit** to submit your modification for review.

10. You will receive **periodic updates** on your modification request as it progresses through the review cycle.

FURTHER SUPPORT

- If you have any iRECS login or technical issues, please contact Systems RADAR at Systems.RADAR@unsw.edu.au
- For any queries, regarding the iRECS Animal Ethics submission and/or review process, please contact the Animal Ethics team at animaethics@unsw.edu.au