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

   ![Project Tree Image]

   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 | iRECS4939 | Animal Ethics Modification | 30/10/2023 10:26

   Email Notification

   ![Email Notification Image]

   Reference Number: iRECS4875
   Project Title: [Project Title]
   Applicant: [Applicant]

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

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.

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.
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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**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.
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.

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

2ID

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 animalethics@unsw.edu.au