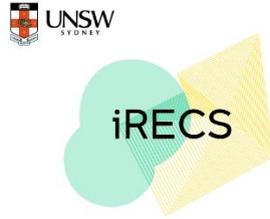


DVCRE Review

Approve or Reject an Application on iRECS

1. Upon receiving an email/iRECS notification that you have been assigned an application for review, navigate to the iRECS Reviewer platform: <https://irecs.review.unsw.edu.au/>
2. Login to the iRECS platform by clicking on the relevant button below. You will need to go through a 2-factor authentication process to log onto the platform.



Research Ethics Manager (Reviewer)

Select Login Method

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

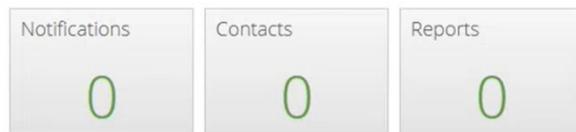
[University Login](#)

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

[External Login](#)

3. To begin reviewing your assigned application, click on the **DVCR&E Requests** tile on the main page (i.e. **Work Area**).

Work Area



All Applications ^

Last updated 10:36 AM [Refresh](#)



4. Take note of the **applicant (researcher's) name** for the application you are reviewing.

DVCR&E Requests

	Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name
✓	NLRD-GTRC-2022-0386	386	GT Demo Application	Mr	Test	Applicant

5. **Screen the applicant** as per DVCRE processes.

6. Once done, **click on the application** you wish to approve (or reject).

DVCR&E Requests

	Review Reference	Project Id	Project Title	Applicant Title
✓	NLRD-GTRC-2022-0386	386	GT Demo Application	Mr
✓	IRR-RSC-2022-0360	360	radiation20	Mr

7. Click on either **DVCR&E Approve** or **DVCR&E Reject** depending on your decision outcome.

Work Area

Home	0 Notifications	1 Meetings
2 DVCR&E Requests		

Actions

2 Form Submissions	0 Project Submissions	1 Panel Comments
Review Application	DVCR&E Approve	DVCR&E Reject

Project Id:

Current Committee:

Application Type:

8. A **DVCR&E Approve/Reject** pop-up will appear, click on DVCR&E Approve/Reject to complete the DVCRE review process.

DVCR&E Approve

Action Date: Now

Timeline Notes:

DVCR&E Approve Close

9. RECS Team will then take the **relevant action** steps based on the review outcome.
10. **Repeat the above process** for all remaining applications.