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.

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

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

5. Screen the applicant as per DVCRE processes.
6. Once done, **click on the application** you wish to approve (or reject).

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

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

9. RECS Team will then take the **relevant action** steps based on the review outcome.

10. **Repeat the above process** for all remaining applications.