Panel/Committee Member
Navigating iRECS – Reviewing a Project (Application)

1. Upon receiving an email/iRECS notification that you have been assigned an application for review, click on the application link (provided in the email) OR navigate to 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 My Reviews tile on the main page (i.e. Work Area). Note: This step is not relevant for those who click on the application link as you will be brought directly to the application page instead.

4. Click on the application you wish to review. Note: This step is not relevant for those who click on the application link as you will be brought directly to the application page instead.
5. Click on **Review Application** button on the left hand panel.

6. Click on the **New Application/Modification Request** button to review the application from the start.

7. Click on **Next** (or **Previous**) button on the left hand panel to navigate across the application pages.

8. When you come across a section you want to insert comment on (i.e. More information or amendments required), click on the **New Comment** button on the left hand panel. Sections that are available for comment will **light up as white**, click the section you wish to comment on.
9. An **Add Comment** pop-up box will appear. Insert your **comments** (for the Applicant or RECS team) and then click **Save**. A green banner will then appear, indicating your comment has been successfully uploaded. **Note**: Your comment will **be made visible** to the RECS team when you have formally returned the application to the RECS team. The RECS team will make relevant comments visible to the applicant upon reviewing the reviewed application.

10. Continue reviewing the application until you’ve reached the **Submission** page (i.e. the end of the application). Click on the **Timeline** button on the left hand panel.

11. Once you are brought to the Project main page:

   - For **Exempt** applications, click on either **Return to Secretary** (i.e. changes required) or **Endorse Application** (i.e. approve) on the left-hand panel based on your review decision.

   - For **NLRD/PC3** applications, click on either **Recommended Changes**, **Recommended Approval**, or **Recommended Rejection** on the left-hand panel based on your review decision.
12. The RECS team will then take the **relevant action** steps based on the review outcome.

13. **If a change request was recommended**, once the application has been resubmitted to you for review, repeat the review process until the application acquires the **Endorse Application** (**Exempt** applications) or **Recommended Approval / Recommended Rejection** (**NLRD/PC3** applications) outcome.