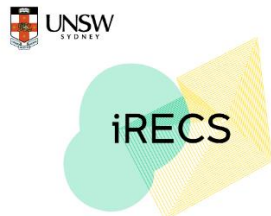


Panel/Committee Member

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.



Research Ethics Manager (Reviewer)

Select Login Method

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

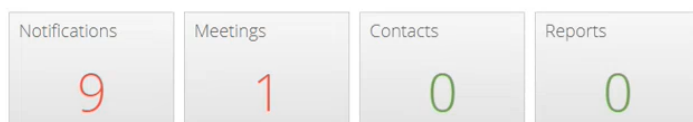
[University Login](#)

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

[External Login](#)

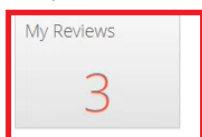
3. To begin reviewing your assigned application, click on the **My Reviews** tile on the main page (i.e. **Work Area**). **Note:** This step is not relevant for those who click on the application link as you will be brought directly to the application page instead.

Work Area



All Applications ▾

Last updated 10:29 AM [Refresh](#)

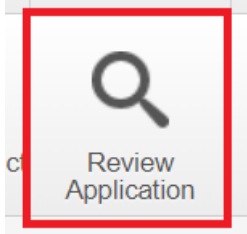


4. **Click on the application** you wish to review. **Note:** This step is not relevant for those who click on the application link as you will be brought directly to the application page instead.

My Reviews

	Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name
✓	Exempt-GTRC-2022-0409	409	GTRC Exempt application form	Mrs	Nancy

5. Click on **Review Application** button on the left hand panel.



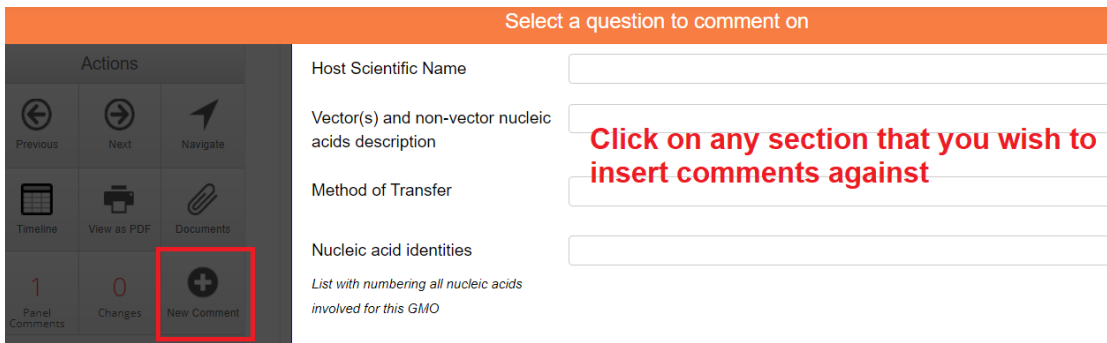
6. Click on the **New Application/Modification Request** button to review the application from the start.

A screenshot of the application review interface. On the left is a "Work Area" sidebar with "Actions" (Timeline, View as PDF, Documents) and "Panel Comments" (1) and "Changes" (0). The main area shows "Review Reference: Exempt-GTRC-2022-0409" and "Project Id: 409". Below is a "Regulated Biological Materials Application" section with a "Section" list and a "Questions" list. The "New Application / Modification Request" button in the "Questions" list is highlighted with a red box.

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

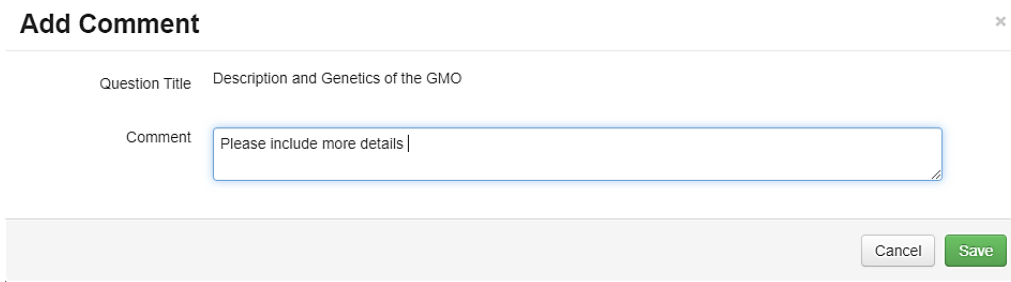
A screenshot of the application review interface. The "Work Area" sidebar is visible, with the "Previous" and "Next" buttons highlighted by a red box. The main area shows "Regulated Biological M" and "Project Title: GTRC Exempt application form". Below is a "Project Id: 409" field and a "New Application / Modification Request" section.

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**.



- 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.*

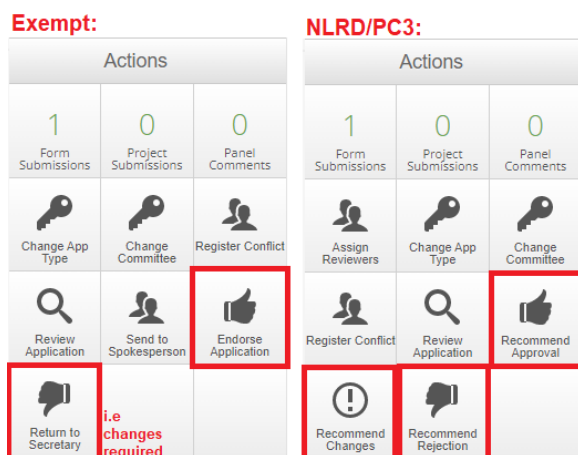


- Continue reviewing the application until you've reached the **Submission** page (i.e. the end of the application). Click on the **Timeline** button on the left hand panel.



- 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.

Exempt:

Actions		
1 Form Submissions	0 Project Submissions	0 Panel Comments
Change App Type	Change Committee	Register Conflict
Review Application	Send to Spokesperson	Endorse Application
Return to Secretary		

NLRD/PC3:

Actions		
1 Form Submissions	0 Project Submissions	0 Panel Comments
Assign Reviewers	Change App Type	Change Committee
Register Conflict	Review Application	Recommend Approval
Recommend Changes	Recommend Rejection	