I cannot see a previously approved legacy project how do I get access?
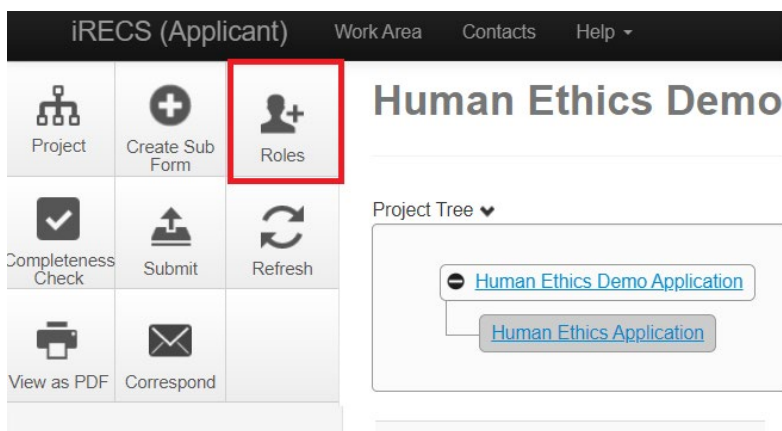
Only the Coordinating Chief Investigator (CI) will have read, write, and submit access to previously approved legacy projects that have been migrated into the iRECS platform.
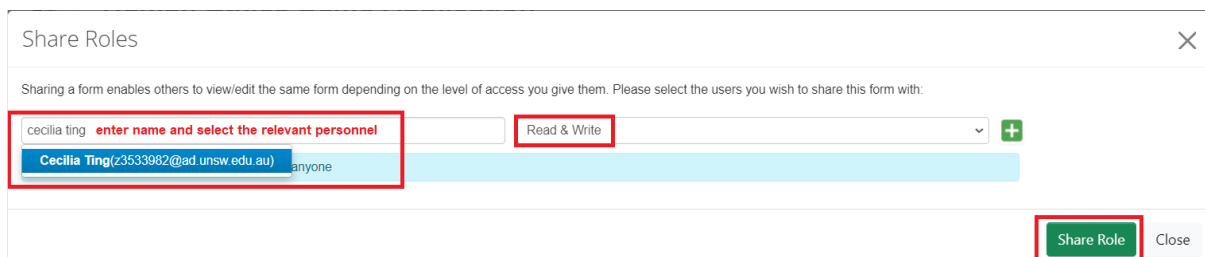
Coordinating Chief Investigators must grant **collaborator access** to any co-investigators, student investigators, and research personnel who require read/write access to previously approved legacy projects.

How does a Coordinating Chief Investigator (CI) Grant Collaborator Access?

1. The Coordinating CI must **log into their iRECS** account and **navigate to the relevant project** (it should appear in the project list as she logged in).

2. Select the project and click on the "**Roles**" side panel button.

3. When the pop-up appears, enter your **name** into the search field, and assign you **Read & Write access** (note you cannot submit with Read & Write access, you need Read, Write & Submit access for that), then click the **Share Role** button.

4. Collaborator access can only be granted by the Coordinating Chief Investigator to personnel with a UNSW ZID. If the collaborator does not appear in the search list and is external to UNSW, they will need to request that an external account in their name be created. Steps 2 and 3 can only be completed once UNSW Radar has created an external account.

External account request instructions
Email systems.radar@unsw.edu.au and cc humanethics@unsw.edu.au
Dear Radar,
Please create an external account for the iRECS applicant portal so they can read, write, and submit human ethics applications.

Title	
First name	
Last name	

Organisation/department	
Faculty/Division - School/Centre/Unit (inside UNSW)	
Contact Number or Mobile	
ZID (if known)	

5. Once the collaborator has been assigned, they will receive an email notification with a link that will assist them in navigating to the project.