

iRECS Opportunities for Heads of School and Facility Managers

Our single-platform approach using iRECS will enable local stakeholders to establish and maintain a dedicated management system for local needs. Here we describe some of the features and opportunities arising with the implementation of iRECS. Please do not hesitate to contact us if you have any questions or feed-back.

Heads of School/Centre/Institute

Prior to project submission:

- Given the diversity of the UNSW research environment there is no single mechanism to manage ethics and compliance oversight needs at the local level.
- The following options may help if Heads seek to establish a particular ethics and compliance mechanism for their School/Centre/Institute:
 - For access to applications prior to submission and during the preparation stage the Chief Investigator can include you as Collaborator, allocating access functions such as read only or edit. You can then make comments, or add suggestions to the application depending on access. It is recommended that the Chief Investigator removes you as Collaborator prior to submission.
 - To receive a copy of the application prior to submission, either for local approval or for scientific review, you may ask the Chief Investigator to send you/the local reviewing body a pdf copy of the application, with the instruction that applications should not be submitted unless the local review process has been completed.
 - Clear guidelines would be important to disseminate your requirements to researchers in your School/Centre/Institute.

At project submission:

- iRECS will automatically send an email notification to the nominated Head following submission of an application. This does not require any action on the part of the Head but ensures they are aware of all applications submitted for their School/Centre/Institute.
- In the event that a Head does not support the submission or has queries regarding the process the notification will include an email address to contact RECS for advice.

During a project lifetime:

- Chief Investigators will receive requests and reminders to submit annual progress and final reports for approved projects. Heads may be included in reminders should there be several unsuccessful requests. Heads will be included in communication if a project is suspended or terminated by the University Delegate, i.e., the DVCRE or PVC(R).
- The option for iRECS to issue regular reports of active, approved projects for Schools/Centres/Institutes can be explored if stakeholders advise that this would be a helpful feature.

Heads of Facilities

Prior to project submission:

- UNSW research facilities covered in iRECS include animal facilities, PC1/2/3 facilities, controlled laser and ionising laboratories and stores and biosecurity facilities, amongst others.
- As for Schools/Centres/Institutes, there is no single mechanism to manage ethics and compliance oversight needs at the local facility level.
- The following options may help if Heads seek to establish a particular ethics and compliance mechanism for their facility:
 - For access to applications prior to submission and during the preparation stage the Chief Investigator can include you as Collaborator, allocating access functions such as read only or edit. You can then make comments, or add suggestions to the application depending on access. It is recommended that the Chief Investigator removes you as Collaborator prior to submission.
 - To receive a copy of the application prior to submission, either for local approval or for scientific review or resource confirmation, you may ask the Chief Investigator to send you/the local reviewing body a pdf copy of the application, with the instruction that applications should not be submitted unless the local review process has been completed.
 - Clear guidelines would be important to disseminate your requirements to researchers in your facility.

At project submission:

- iRECS can be adapted to notify Heads of Facilities or local officers supervising animal, laser, ionising, PC and biosecurity facilities listed in a particular application and we are seeking your advice on whether this would be welcomed for implementation once iRECS build resources become available.

During a project lifetime:

- The option for iRECS to issue regular reports of active, approved projects for animal, laser, ionising, PC and biosecurity facilities can be explored if stakeholders advise that this would be a helpful feature.
- Heads may request that Chief Investigators provide the most recent, approved version of approved projects conducted in their facilities, for secure access as required to ensure the safe and compliant operation of facilities.
- Please note that ACECs, the GTRC, RSC and biosecurity teams and external regulators will inspect facilities at regular intervals and depending on legislative and UNSW policy conditions.

iRECS is based on off-the-shelf software used by other Australian and overseas universities and research institutes. We can adapt the software for specific UNSW needs so please be in touch to advise on your views of continuously improving our online environment for ethics and compliance needs. In the first instance, please visit our iRECS [website](#) or contact [Dr Ted Rohr](#), Director Research Ethics & Compliance Support.

