A guide to completing Low and Negligible risk iRECs modifications for researchers in the School of Psychology

iRECs MODIFICATION Guide

For researchers submitting MODIFICATIONS to a project approved by the HREAP-C before AUG 2023

HREAP-C Behavioural Sciences

Where do I find out more about iRECs?

Everything provided by UNSW about iRECs should be available here: https://research.unsw.edu.au/irecs-new-ethics-online-updates

How do I modify a project that was approved by HREAP-C before AUG 2023

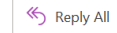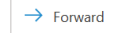|	
1) Email DVCR RECS Human Ethics humanethics@unsw.edu.au to request your application is unlocked for modification. a. Please use BOTH the App number (e.g., 1292) and the number in the project title (e.g., 3232) to minimise confusion.	**Request to unlock/modify Human Ethics App 1292: 3232-Complex Decision Making** KM **Kristy Martire** ↩ Reply ↩ Reply All → For To ○ DVCR RECS Human Ethics Mon 18/09/ Dear RECS, Could you please unlock Human Ethics Legacy App 1292: 3232-Complex Decision Making for modification. Thank you, Kristy **Kristy Martire** Professor School of Psychology Room 1007, Level 10, Mathews Building UNSW SYDNEY 2052

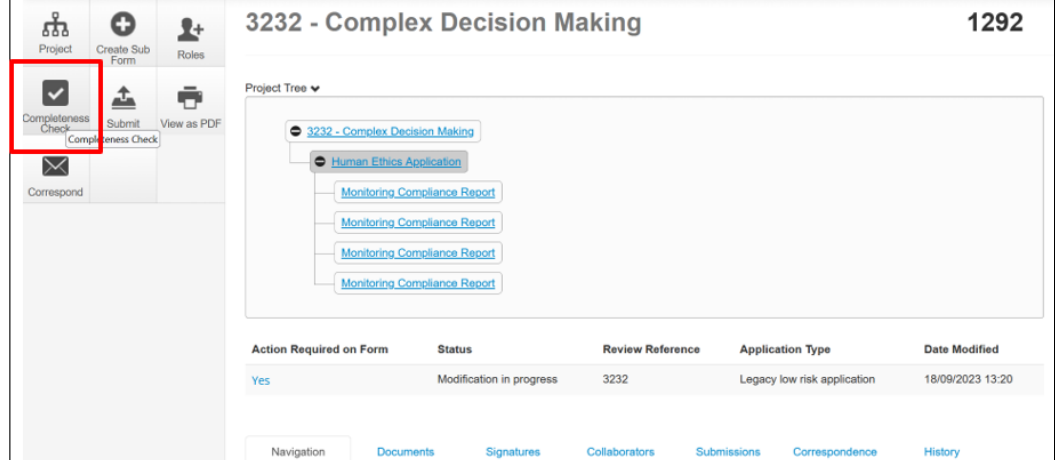|	
2) Follow the link in your email from RECS to edit the unlocked app	**iRECS Application unlocked for modfication (3232)** ↩ Reply ↩ Reply All → Forward ··· D donotreply@infonetica.net To ● Kristy Martire Cc ● Kristy Martire Mon 18/09/2023 12:52 PM Dear Prof Kristy Martire, Reference Number: 3232 Project Title: 3232 - Complex Decision Making Your Legacy low risk application application has been unlocked and you can now submit your modification in iRECS. You can access your application modification via https://irecs.unsw.edu.au/Project/Index/1737. Kind regards, **Research Ethics & Compliance Support (RECS)** UNSW Sydney NSW 2052 AUSTRALIA E: humanethics@unsw.edu.au
3) Choose 'Completeness check' in the top left hand panel	

4) Choose: 'Legacy Modification Summary'	**Completeness Check** ✕ **Incomplete:** Please complete the following questions • Is there Research Grant Funding associated with this Project? • Chief Investigator Chief Investigator Appointment Type • Chief Investigator Responsibilities • Legacy Clinical Trials • <u>Legacy Modification Summary</u> • Participants & Area of Research: Indicate the type of research that will be conducted • Participants & Area of Research: Indicate the target population for this research • Access to Existing Collections: Does the research involve access to existing collections of data or biospecimens? • Legacy Low Risk Modification Declaration Close
5) Provide the following information in the 'Legacy Modification Summary'	EXISTING APPROVAL: [Provide a brief description of the approved project to contextualise your modification request. E.g., We were originally approved to recruit participants from SONA-1. They completed a [specific] task/answered a series of questions etc. The study took 30 mins and participants received 0.5 SONA-1 credits in recompense for their participation.] REQUESTED CHANGES: [provide a description of the changes you would like to make to the project. E.g., We would like to recruit participants from SONA-P; Add a new investigator to the project; Add a new questionnaire; Change the study duration/recompense etc.] IF A NEW METHOD OF RECRUITMENT IS REQUESTED: See 1-3 here https://unsw.sharepoint.com/:w:/s/HREAP-C2/EaGwUYTcTH5Lhj4y4_gInr0BTWzCwAXcAo6SYLwAEySfqA IF A NEW QUESTIONNAIRE OR STIMULUS IS REQUESTED: [Attach all new questionnaires/ examples of stimuli etc] IF A NEW DURATION OR RATE OF RECOMPENSE IS REQUESTED: [Update the Participant Information Statement and Consent Form to include the updated duration/recompense information (tracked or highlighted changes are helpful) and attach.

	ETHICAL ISSUES ARISING: [All requests: provide details about any possible ethical implications from the proposed changes or explicitly state that "*no ethical issues are anticipated*"]
6) Upload/attach all relevant supporting documentation here file:	Clean Legacy Project Document Upload | Type	Document Name	File Name	Version Date	Version	Size	View	Delete
---	---	---	---	---	---	---	---
PROTOCOL	UPLOAD New_Revised_PISCFS_Stumili_ RecruitmentDocs_etc_HERE	UPLOAD New_Revised_PISCFS_Stumili _RecruitmentDocs_etc_HERE. pdf	18/09/2023	1	59.2 KB	Download	Delete	 Upload Document
7) Accept the terms or transfer the modification to the CI so they can accept the terms. (instructions are provided in iRECS for this)	**Declaration** 〇0 **If you have created this application on behalf of a Chief Investigator (CI), you must transfer this project to the CI to complete the final (Declaration and Submission) steps. Instructions for transferring a project can be found in the help section of iRECS.** As the submitting investigator of the research, I confirm that: - The information provided in the submission is accurate, correct, and complete. - I will ensure that the investigators and study personnel conduct the research following the National Statement on Ethical Conduct in Human Research (updated 2018) requirements. - I will ensure that the investigators and study personnel will not commence recruitment, data collection or access data from existing collections (if applicable) without written confirmation of human ethics approval. - Qualified research personnel will conduct all research procedures for both training and experience. - I will ensure that all research personnel follow the approved protocol, procedures, terms, and conditions specified by the HREC/HREAP when conducting this human research once approved. - I will ensure that approval will be sought for all modifications made to the research before implementing them in the conduct of the research. - I will ensure that any conditions of approval will be met, and any requisite approvals, permits or regulatory processes relevant to the research will be obtained before recruitment, and data collection commences. - I have read and understood the applicable UNSW Workplace Health and Safety policies. Therefore, we will undertake all appropriate training in Workplace Health and Safety as dictated by UNSW policies. - The human research proposal has been provided to the head of the school for approval or their information before submission. ☑ Accept Previous page　Next page

8) Work your way through the remaining items in the 'completeness check' section. Click the link in the completeness check. Update the info that is requested and then press save. Then go back and forth between the check and the save until it's all complete. a) Please see the HREAP-C guidance here https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:b6f8eb7a-d900-3dcf-92c6-eb634e2a1ca9 in relation to Participants & Area of Research.	**Completeness Check** ✕ **Incomplete:** Please complete the following questions • Is there Research Grant Funding associated with this Project? • Chief Investigator Chief Investigator Appointment Type • Chief Investigator Responsibilities • Legacy Clinical Trials • Participants & Area of Research: Indicate the type of research that will be conducted • Participants & Area of Research: Indicate the target population for this research • Access to Existing Collections: Does the research involve access to existing collections of data or biospecimens? Close
9) Go back to 'Completeness check' and select 'Legacy Low Risk Modification Declaration'	**Completeness Check** ✕ **Incomplete:** Please complete the following questions • Is there Research Grant Funding associated with this Project? • Chief Investigator Chief Investigator Appointment Type • Chief Investigator Responsibilities • Legacy Clinical Trials • Participants & Area of Research: Indicate the type of research that will be conducted • Participants & Area of Research: Indicate the target population for this research • Access to Existing Collections: Does the research involve access to existing collections of data or biospecimens? • Legacy Low Risk Modification Declaration Close

10) Choose to 'Submit' from the completeness check window or the top left hand panel.