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](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](mailto: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.

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Request to unlock/modify Human Ethics App 1292: 3232-Complex Decision Making

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

3) Choose 'Completeness check' in the top left hand panel
4) Choose: ‘Legacy Modification Summary’

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_glnr0BTWzCwAXcAo6SYLwAEySfqA

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:

7) Accept the terms or transfer the modification to the CI so they can accept the terms. (instructions are provided in iRECS for this)
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 HREP-C guidance here

9) Go back to ‘Completeness check’ and select ‘Legacy Low Risk Modification Declaration’
10) Choose to ‘Submit’ from the completeness check window or the top left hand panel.