Copy Study or Create a Template

The “Copy Study” button allows you to:

- make a copy of your existing application as a new application/study to be submitted for review; or
- make a template application, which can then be used to create a new application/study.

The “Copy Study” button is available for use on applications in Pre-submission (application not yet submitted for review), Approved or Completed states. **All responses from the application, including uploaded documents, will be copied. Therefore, carefully revise/edit the new application prior to submitting for review.**

**Procedure:**

1. Select the application you wish to copy (Dashboard, either Human or Animal tab) and click “Copy Study” button.
2. In the Copy Study pop-up window (shown above), enter a new name (can be edited later on) and answer “Copy as new study”:
   - Yes – will copy the application as a new study to be submitted for review;
   - No – will copy the application as a template.

3. Click OK to start the copy process, which can take 3-5 minutes. During this delay, you will see:

4. Click the browser Refresh or Reload button periodically. Once copying is completed, “Copy Status…” will change to “New Copy XXX: Name”:
5. The copied study or template will have an identifying Pro# or AUP#. You can click on the new Pro# or AUP# to go to that application workspace to edit the copied study or template. Otherwise, you can find the new application in your Inbox, or if you created a template, you can find it under the Templates tab of your Dashboard.

Procedure: Create new study from Template

1. To use a Template you've previously created, select the template from the Templates tab (under Dashboard).
2. Click “Copy Study”. In the pop-up window, type in a Name and select Yes to “Copy as new study”:

![Image of REMO interface showing Copy Study option]

3. See Steps 3, 4, and 5 above for the same final steps to working with your new study application.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.