

How To...

Copy Study or Create a Template

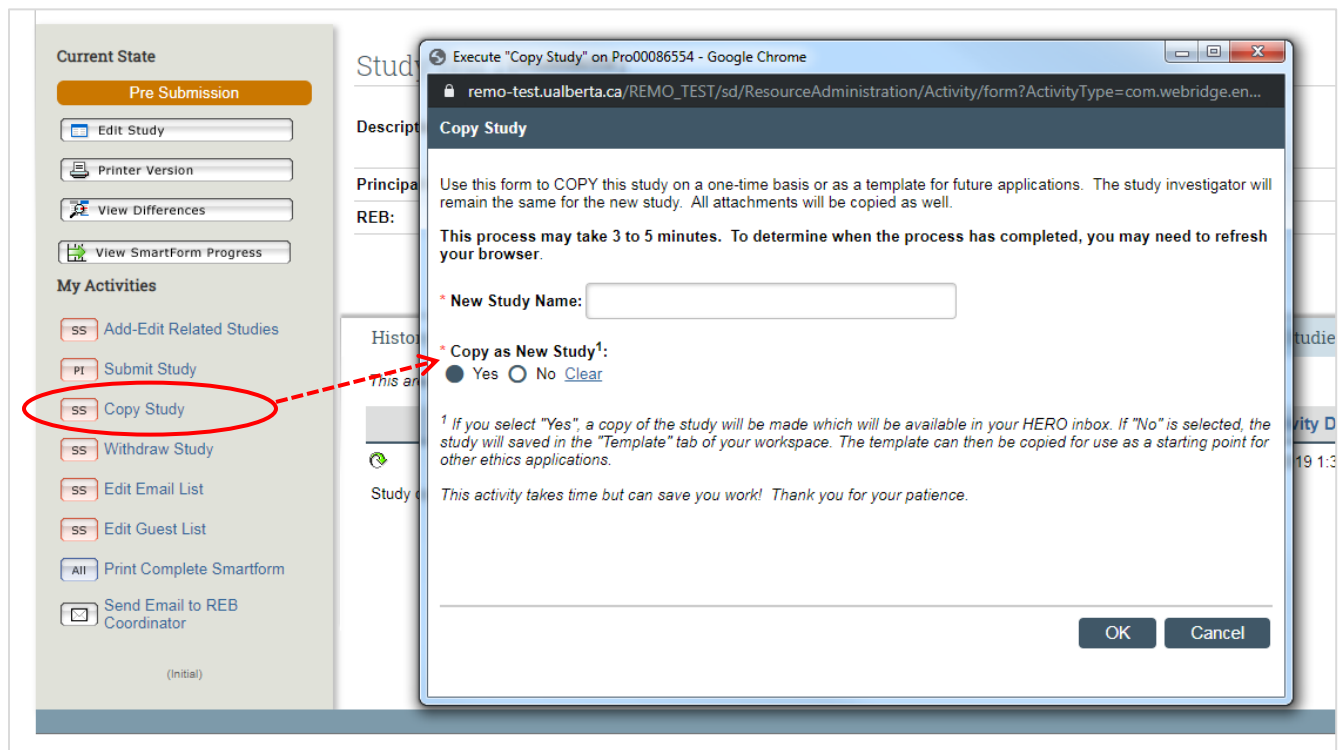
The “Copy Study” button allows you to:

- 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.

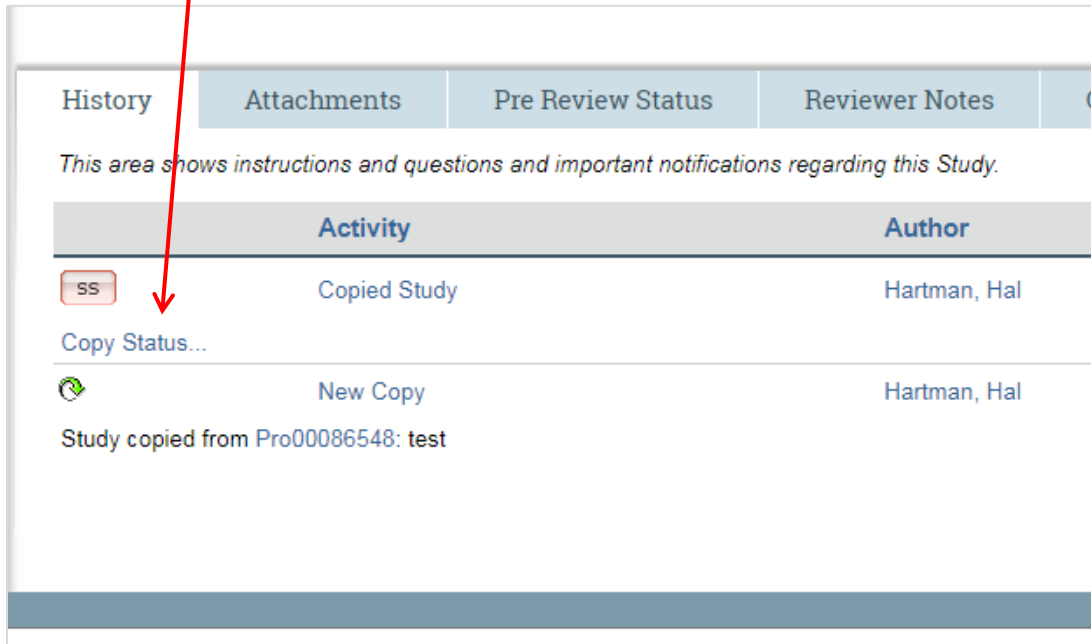
The “Copy Study” button is available for use on applications in Pre-submission (application not yet submitted for review), Approved or Completed states. **All responses from the application, including uploaded documents, will be copied. Therefore, carefully revise/edit the new application prior to submitting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



Procedure:


1. Select the application you wish to copy (Dashboard, either Human or Animal tab) and click “Copy Study” button.

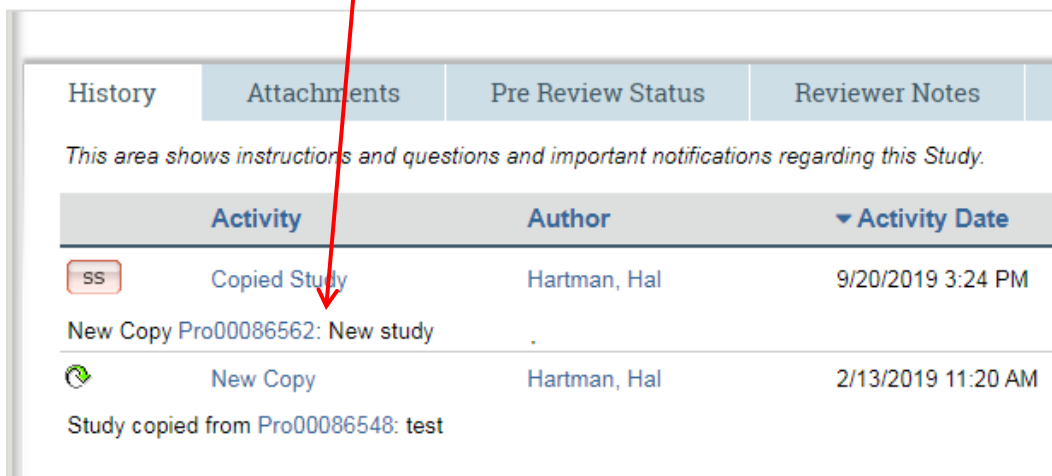




2. In the Copy Study pop-up window (shown above), enter a new name (can be edited later on) and answer “Copy as new study”:
 - Yes – will copy the application as a new study to be submitted for review;
 - No – will copy the application as a template.
3. Click OK to start the copy process, which can take 3-5 minutes. During this delay, you will see:



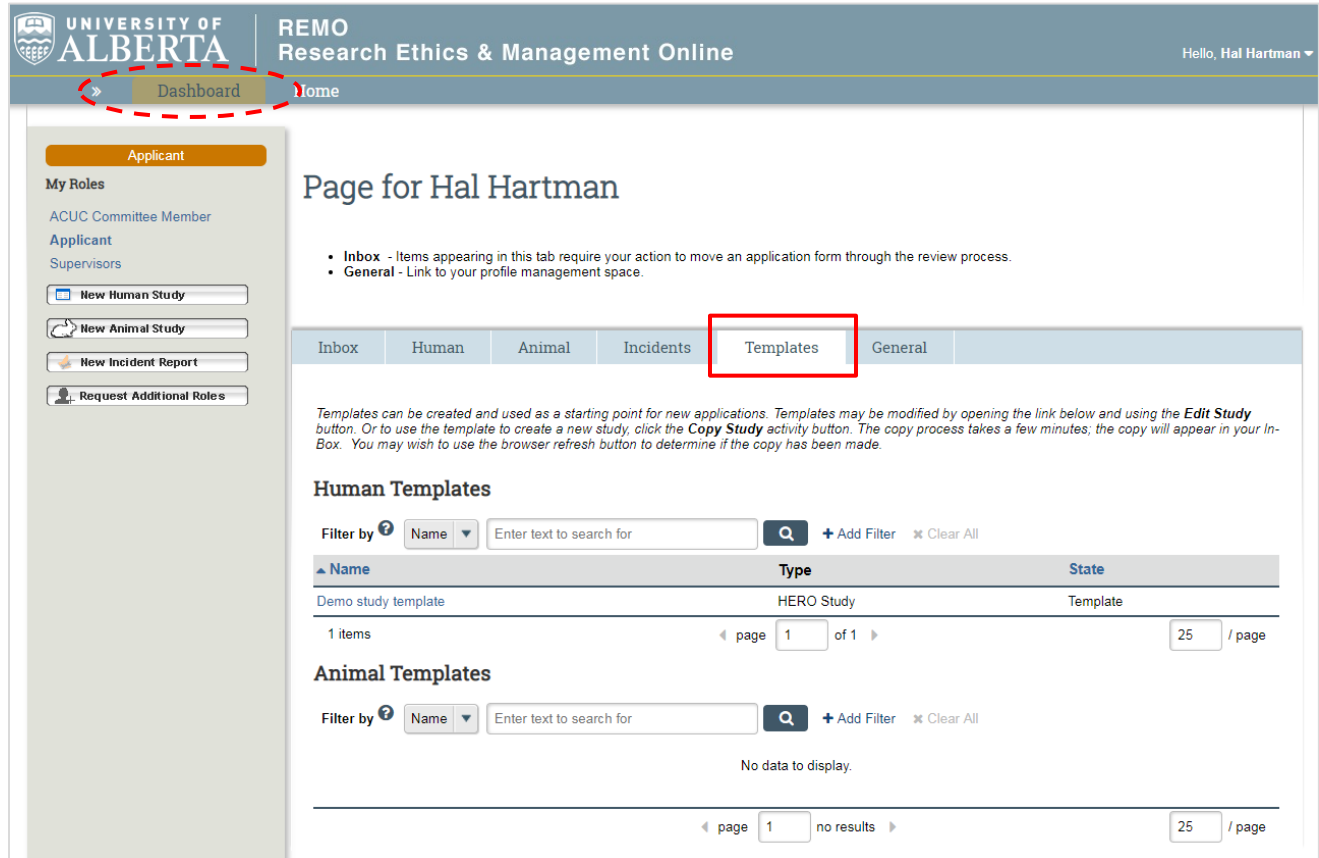
History	Attachments	Pre Review Status	Reviewer Notes	C
<i>This area shows instructions and questions and important notifications regarding this Study.</i>				
Activity		Author		
	Copied Study	Hartman, Hal		
Copy Status...				
	New Copy	Hartman, Hal		
Study copied from Pro00086548: test				

4. Click the browser Refresh or Reload button  periodically. Once copying is completed, “Copy Status...” will change to “New Copy XXX: Name”:



History	Attachments	Pre Review Status	Reviewer Notes	C
<i>This area shows instructions and questions and important notifications regarding this Study.</i>				
Activity		Author	▼ Activity Date	
	Copied Study	Hartman, Hal	9/20/2019 3:24 PM	
New Copy Pro00086562: New study		.		
	New Copy	Hartman, Hal	2/13/2019 11:20 AM	
Study copied from Pro00086548: test				

- 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.



UNIVERSITY OF ALBERTA | REMO Research Ethics & Management Online | Hello, Hal Hartman

Dashboard Home

Applicant

My Roles

- ACUC Committee Member
- Applicant
- Supervisors

New Human Study

New Animal Study

New Incident Report

Request Additional Roles

Page for Hal Hartman

- Inbox** - Items appearing in this tab require your action to move an application form through the review process.
- General** - Link to your profile management space.

Inbox Human Animal Incidents **Templates** General

Templates can be created and used as a starting point for new applications. Templates may be modified by opening the link below and using the **Edit Study** button. Or to use the template to create a new study, click the **Copy Study** activity button. The copy process takes a few minutes; the copy will appear in your Inbox. You may wish to use the browser refresh button to determine if the copy has been made.

Human Templates

Filter by ? Name

Name	Type	State
Demo study template	HERO Study	Template

1 items / page

Animal Templates

Filter by ? Name

No data to display.

/ page

Procedure: Create new study from Template

- 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”:

The screenshot displays the REMO (Research Ethics & Management Online) interface. The top navigation bar includes the University of Alberta logo and the text 'REMO Research Ethics & Management Online'. Below this, there are links for 'Dashboard' and 'Home'. The main content area is divided into two sections: 'Current State' and 'My Activities'. In the 'Current State' section, the 'Template' button is highlighted with a red dashed circle. In the 'My Activities' section, the 'Copy Study' button is highlighted with a red circle. A red dashed arrow points from the 'Copy Study' button to a pop-up window titled 'Copy Study'. The pop-up window contains the following text: 'Execute "Copy Study" on Pro00086556 - Google Chrome', the URL 'remo-test.ualberta.ca/REMO_TEST/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%...', and the heading 'Copy Study'. Below the heading, there is a paragraph of instructions: 'Use this form to COPY this study on a one-time basis or as a template for future applications. The study investigator will remain the same for the new study. All attachments will be copied as well. This process may take 3 to 5 minutes. To determine when the process has completed, you may need to refresh your browser.' The form includes a text input field for '* New Study Name:' and a radio button selection for '* Copy as New Study!:' with options 'Yes' (selected) and 'No', along with a 'Clear' link. A footnote at the bottom of the form reads: '1 If you select "Yes", a copy of the study will be made which will be available in your HERO inbox. If "No" is selected, the study will saved in the "Template" tab of your workspace. The template can then be copied for use as a starting point for other ethics applications.' The pop-up window also includes 'OK' and 'Cancel' buttons at the bottom right.

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.