CREATE A TEMPLATE OR COPY AN EXISTING STUDY

Study team can create templates or copies of existing studies for future submission to the REB:

1. Log in to IRISS: [http://www.ucalgary.ca/iriss/](http://www.ucalgary.ca/iriss/)

2. Any study under REB or Inbox tab can be used to make a Copy. Click on the name of the study to open the Study Workspace.

3. Click on the Copy activity button found on the left-hand side of the page.

4. This will open the following pop up window.

   ![Copy Pop-up Window](image)

   **Important! How to answer “Copy this Certification to your “Templates”” depends on what you are trying to do:**

   1. Select No to create a copy of the study and place under your INBOX tab for submission to the REB.

   2. Select Yes to create a template for future submissions – templates are found under the Template tab (not INBOX tab), where users can execute the Copy activity as described above as many times as required to create new studies to submit to the REB.