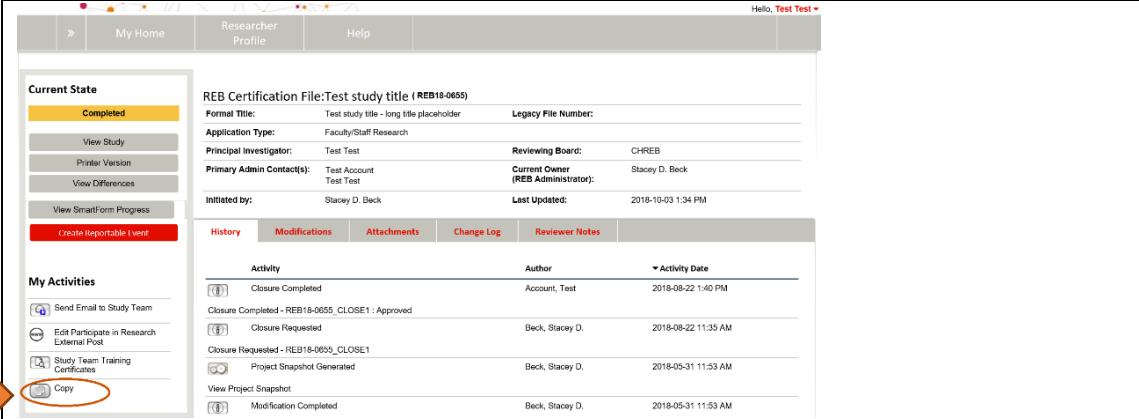


CREATE A TEMPLATE OR COPY AN EXISTING STUDY

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/>
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.



Current State: Completed

REB Certification File: Test study title (REB18-0655)

Formal Title: Test study title - long title placeholder Legacy File Number:

Application Type: Faculty/Staff Research

Principal Investigator: Test Test Reviewing Board: CHREB

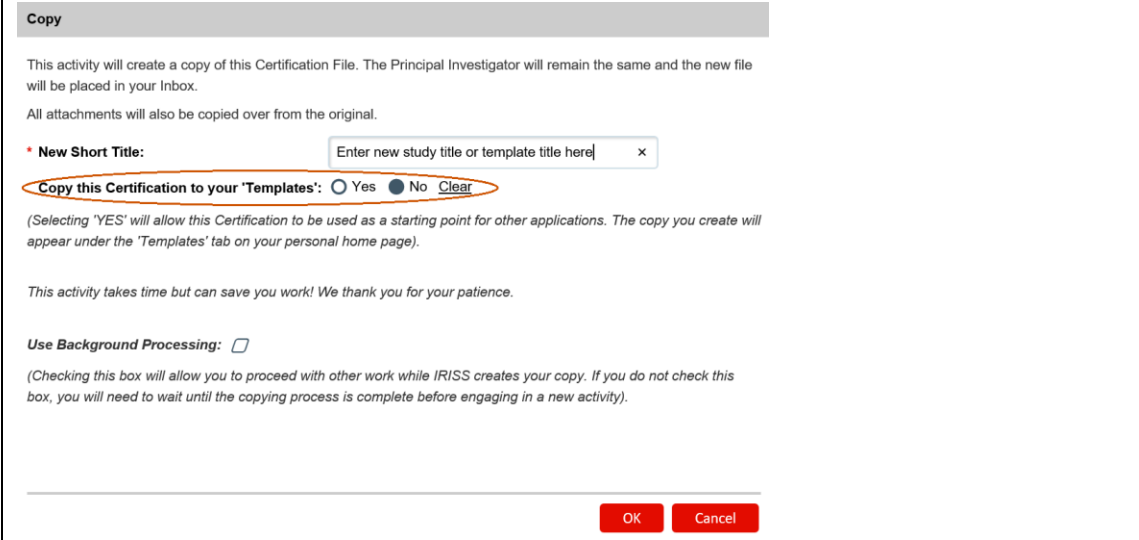
Primary Admin Contact(s): Test Account Current Owner (REB Administrator): Stacey D. Beck

Test Test

Initiated by: Stacey D. Beck Last Updated: 2018-10-03 1:34 PM

Activity	Author	Activity Date
Closure Completed	Account, Test	2018-08-22 1:40 PM
Closure Completed - REB18-0655_CLOSE1 : Approved		
Closure Requested	Beck, Stacey D.	2018-08-22 11:35 AM
Closure Requested - REB18-0655_CLOSE1		
Project Snapshot Generated	Beck, Stacey D.	2018-05-31 11:53 AM
View Project Snapshot		
Modification Completed	Beck, Stacey D.	2018-05-31 11:53 AM

4. This will open the following pop up window.



Copy

This activity will create a copy of this Certification File. The Principal Investigator will remain the same and the new file will be placed in your Inbox.

All attachments will also be copied over from the original.

* **New Short Title:**

Copy this Certification to your "Templates": Yes No

(Selecting "YES" will allow this Certification to be used as a starting point for other applications. The copy you create will appear under the "Templates" tab on your personal home page).

This activity takes time but can save you work! We thank you for your patience.

Use Background Processing:

(Checking this box will allow you to proceed with other work while IRISS creates your copy. If you do not check this box, you will need to wait until the copying process is complete before engaging in a new activity).

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.