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: [https://research.ucalgary.ca/iriss](https://research.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 activity pop up window](image)

   **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: [Enter new study title or template title here]

   ![Copy Certification to your Templates](image)

   *(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.)*

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**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.