

Copy/Template a Study

Login in to IRISS: <https://iriss.ucalgary.ca/IRISSPROD/login>

Copying an existing study to use once or to create a template to use multiple times, allows you to save time when creating new studies.

Step 1 – Select the study you wish to copy or template:

On your IRISS Homepage, click on the REB tab to view all your studies. Use the “Filter by” function to show “Approved” or “Completed” studies. Click on the name of the study you wish to copy or template.

ID	Name	Date Modified	Short Title	Type	Legacy File#	State
HREBA.CC-1-001	HREBA Training - June 12, 2015 - Modification	14/09/2016 5:51 PM	001 - HREBA Training - June 12, 2015 - Modification	REB Certification		Approved
HREBA.CC-1-002	Final 1 for REB Application #HREBA.CC-15-0022	31/08/2016 1:53 PM	XXX-0001 - HREBA Training - June 12, 2015 - Modification	REB Renewal		Approved
HREBA.CC-16-0003	hreba-cc data migration - 2	28/04/2016 11:41 AM		REB Certification	CC-12345	Approved
HREBA.CC-14-0460	XXX-0005 - HREBA - June 12, 2015 - Closure	28/04/2016 11:12 AM		REB Certification		Approved

NOTE: The **Copy** activity button is available in the Pre Submission, Approved or Completed states; however, it is better to copy a study that has been reviewed by HREBA, as you will have already made additional changes, and it may help with the approval process of the new application. A study cannot be copied when a Modification or Renewal is open.

Step 2 – Create a copy or template:

On the study workspace, click on the **Copy** button under **My Activities**.

This will open a pop-up window or tab. In the white box beside **New Short Title**: type the name of short title for the new study.

Beside **Copy this Certification to your ‘Templates’**

- if you are going to use this study as the basis for future applications, choose **Yes**.
- if you only want to copy the study one time, choose **No**.

Click the **OK** button to start the **Copy** process.

Current State

Approved

-
-
-
-
-
-

My Activities

-
-
-

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).

NOTE: Depending on the length of the study you are copying; this process may take a few minutes. You will be returned to the study workspace when completed.

Copy/Template a Study

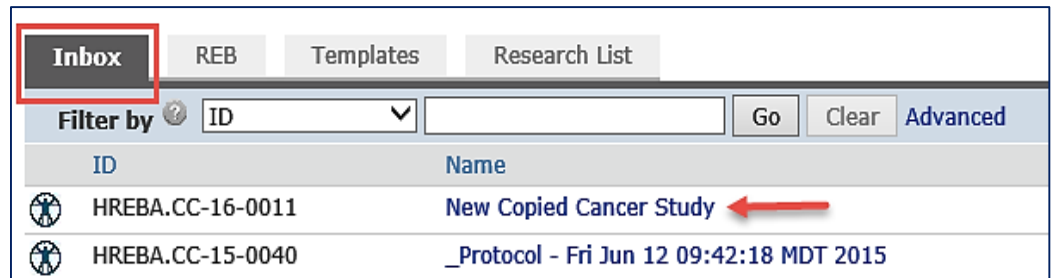
Step 3 – Find the new Copied or Templated Study:

(a) If copied one time (Copy this Certification to your 'Templates' = No)

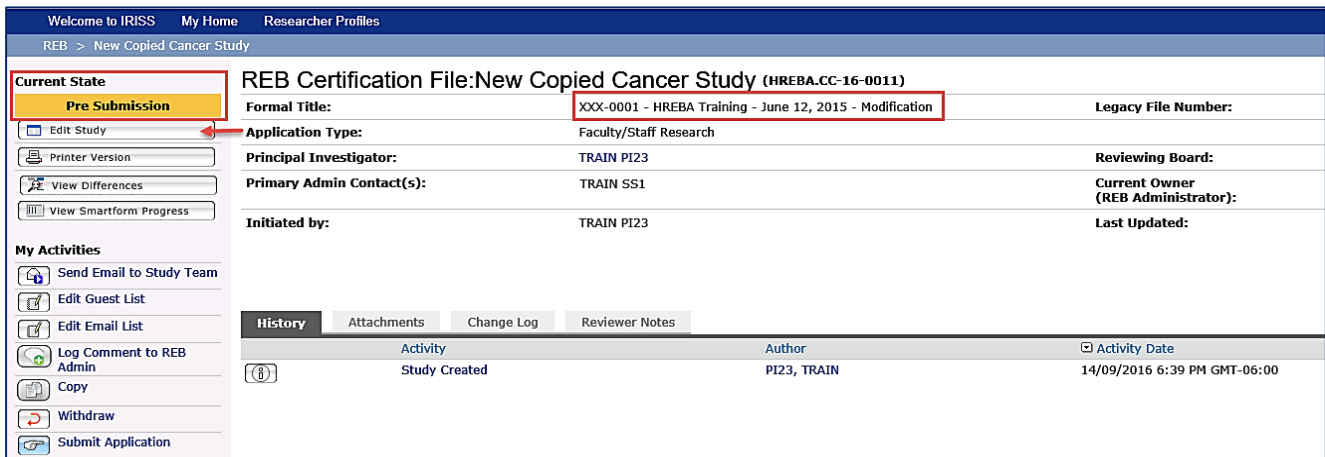
Click on **My Home** on the dark blue navigation bar at the top of the page to bring you back to your **IRISS Home Page**.



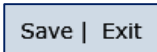
The new copied study will show under your **Inbox** tab with a new HREBA study ID number. Click on the name of the study to open the Study Workspace.



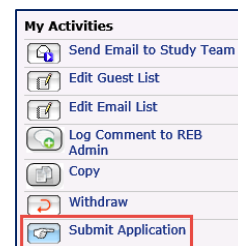
You will note the **Current State** is **Pre-Submission** and even though the **Short Title Name** has changed, the **Formal Title** remains the same as the copied study. To change the **Formal Title** and to make other necessary adjustments (i.e. change documentation), click on the **Edit Study** button to open the application and make the required changes.



Once you have made all the necessary changes, click on **Save** and then **Exit** on the light blue navigation bar at the top or bottom of the page to return to the Study Workspace.



The Principle Investigator can now submit the new application for review.



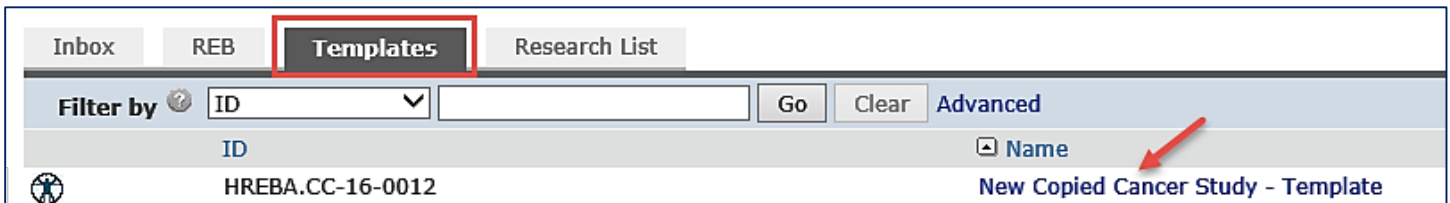
Copy/Template a Study

(b) If copied as a Template (Copy this Certification to your 'Templates' = Yes)

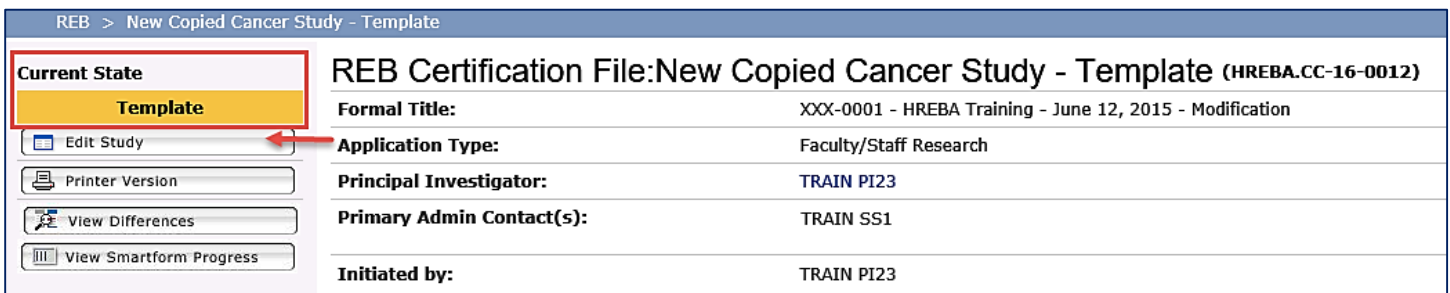
Click on **My Home** on the dark blue navigation bar at the top of the page to bring you back to your **IRISS Home Page**.



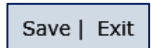
The new copied study will show under your **Templates** tab with a new HREBA study ID number. Click on the name of the study to open the Template Workspace.



You will note the **Current State** is **Template**. To adjust the Template so it can be used for multiple studies (i.e. remove documentation and other information specific to the previous study), click on the **Edit Study** button to open the application and make the required changes.

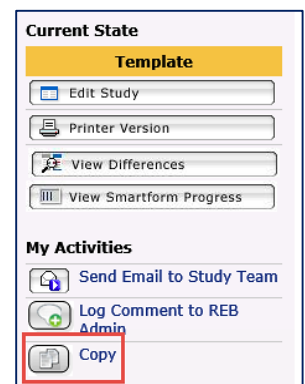


Once you have made all the necessary adjustments to the Template, click on **Save** and then **Exit** on the light blue navigation bar at the top or bottom of the page to return to the Template Workspace.






To create a new study from the Template, click on the **Copy** activity button under **My Activities**.

Following steps 2 and 3(a) above, give the study a new **Short Title** and beside **Copy this Certification to your 'Templates'** choose **NO**.




Copy/Template a Study

NOTE: On your IRISS Home Page, the new study copied from the Template shows under your **Inbox** tab with a new HREBA study ID number;

Inbox		REB	Templates	Research List		
Filter by		ID		Go	Clear	Advanced
ID	Name					
 HREBA.CC-16-0013	New Cancer Study Copied from the Template					
 HREBA.CC-16-0011	New Copied Cancer Study					
 HREBA.CC-15-0040	_Protocol - Fri Jun 12 09:42:18 MDT 2015					

and the Template of the previous study still shows under your **Templates** tab so can be used again for future studies.

Inbox		REB	Templates	Research List		
Filter by		ID		Go	Clear	Advanced
ID	Name					
 HREBA.CC-16-0012	New Copied Cancer Study - Template					

Questions?

General Inquiries: info@hreba.ca

Technical "how to" Inquiries: iriss.support@ucalgary.ca