

IRISS

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.

Inbox REB Templates	Research List Goff Clear Advanced	1. Click on the drop down menu beside Filter by and 2. In the white box type %approved 3. Click "Go"	choose "State"			
ID Name Short Title	001 - HREBA Training - June 12, 2015 - Modification	Short Title	Date Modified 14/09/2016 5:51 PM	Type REB Certification	Legacy File#	State Approved
State	val 1 for REB Application #HREBA.CC-15-0022	XXX-0001 - HREBA Training - June 12, 2015 - Modification	31/08/2016 1:53 PM	REB Renewal		Approved
THREBA.CC-16-0003 hreba	a-cc data migration - 2		28/04/2016 11:41 AM	REB Certification	CC-12345	Approved
TREBA.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.

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: Type short title name for new study						
Copy this Certification to your "Templates": O yes O No Glear						
(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 line 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).						
OK. Cancel						

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.



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.

Welcome to IRISS My Home Researcher Profiles								
REB > New Copied Cancer Study								
Current State	REB Certification File:New Cop	Died Cancer Study (HREBA.CC-16-0011)						
Pre Submission	Formal Title:	XXX-0001 - HREBA Training - June 12, 2015 - Modification	Legacy File Number:					
Edit Study	Application Type:	Faculty/Staff Research						
Printer Version	Principal Investigator:	TRAIN PI23	Reviewing Board:					
View Differences	Primary Admin Contact(s):	TRAIN SS1	Current Owner (REB Administrator):					
View Smartform Progress Initiated by:		TRAIN PI23	Last Updated:					
My Activities								
Send Email to Study Team								
Edit Guest List								
Edit Email List	History Attachments Change Log	Reviewer Notes						
Log Comment to REB	Activity	Author	 Activity Date 					
Admin	Study Created	PI23, TRAIN	14/09/2016 6:39 PM GMT-06:00					
Сору								
🔁 Withdraw								
Submit Application								

Save | Exit 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.

Page 2 of 4

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

My Activities				
Send Email to Study Team				
Edit Guest List				
Edit Email List				
Log Comment to REB Admin				
Сору				
🕞 Withdraw				
Submit Application				

Welcome to IRISS

Step 3 – Find the new Copied or Templated Study:

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

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

In	ıbox	REB	Templates	Research List	
Fi	ilter by	ID 🕜	~		Go Clear Advanced
	ID		P	lame	
(HREBA	.CC-16-001	.1 1	New Copied Cancer	Study
\otimes	HREBA	.CC-15-004	0	Protocol - Fri Jun 1	12 09:42:18 MDT 2015

My Hom🛶

Researcher Profiles

IRISS

HREBA Health Research Ethics Board of Alberta Health Research Ethics Board of Alberta

HREBA

IRISS

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**.

Welcome to IRISS My Home Researcher Profiles

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.

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

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.

REB > New Copied Cancer Study - Template					
Current State	REB Certification File:New Copied Cancer Study - Template (HREBA.CC-16-0012)				
Template	Formal Title:	Formal Title: XXX-0001 - HREBA Training - June 12, 2015 - Modification			
Edit Study	Application Type:	Faculty/Staff Research			
Printer Version	Principal Investigator:	TRAIN PI23			
View Differences	Primary Admin Contact(s):	TRAIN SS1			
View Smartform Progress	Initiated by:	TRAIN PI23			

Once you have made all the necessary adjustments to the Template, click on Save and then

Exit Save | 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.

Template				
🔲 Edit St	udy			
Printer Version				
View Differences				
View Smartform Progress				
View S	martform Progress			
(
(
My Activiti				
My Activitio	es I Email to Study Team Comment to REB			



IRISS

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;

In	box	REB	Templates	Research List	
Fi	lter by	ID	~		Go Clear Advanced
	ID			Name	
\otimes	HREBA	.CC-16-001	13	New Cancer Study C	opied from the Template
(HREBA	.CC-16-001	11	New Copied Cancer	Study
(HREBA	.CC-15-004	10	_Protocol - Fri Jun 1	2 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
8	HREB	A.CC-16-0012				New Copied Cancer Study - Template

Questions?

General Inquiries: info@hreba.ca

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