Three Scenarios for Copying a Submitted New IRB Research Application

Scenario 1: For a Study that is/was previously approved:

1. From the Study, scroll down to the “Reference xForms” section. In the “Action” column, click the “stack of paper” icon (highlighted).

2. The resulting screen presents two options. Select “copy” (highlighted).

This will create a “New IRB Research” xform in a different tab.
Scenario 2: For a Study that was reviewed but never approved (has a Study number):

1. From the Study, scroll down to the “Events” section. Click “Initial Application Submission” (highlighted).

2. In the left menu, under “Actions” click “xForms.” In the Action column, click the “stack of paper” icon (highlighted). This will create a “New IRB Research” xform in a different tab.
Scenario 3: For an xForm that was never reviewed (does not have a study number):

1. From the Dashboard in IRB Manager, in the left menu, under the heading “My Docs & xForms,” click “xforms” (highlighted).

2. Find the New IRB Research xForm that you want to copy and then click the “stack of paper” icon (highlighted) next to “New IRB Research.” This will create a “New IRB Research” xForm in a different tab.

IMPORTANT NOTE: If you are looking for an xForm that has been deleted, either by your own actions or by the HRPP staff, you will need to contact your IRB administrator to recover that xForm. Some old xForm versions may not be recoverable.