NAVIGATING iRECS

Duplicating an application/project

Notes:
- Project Owners (Applicants) are able to duplicate the content of an existing project into a new application. This function is useful if you have multiple projects with similar content, or if you need to replace an expired application.
- All form content will be duplicated into the new project except for any attached documents which will need to be uploaded manually.
- **Do not duplicate a form to submit a modification**, you should **submit a modification request** instead.

Steps:
1. In your **Work Area** click **Duplicate Project.**

2. Select the **project you wish to duplicate**. Enter the new **project title. Do not select 'including sub-forms'**, as doing so would duplicate all the protocol deviations and compliance reports across to the new (duplicated) project.

3. Click **Duplicate.**

Duplicate Project

Please select project that you wish to duplicate:

347 - Project CRISPR

Please enter a new title:*

Include sub forms: ☐

Duplicate

4. **Edit** and **submit** the new application – ensure that all information duplicated is relevant to the new application. Do not upload legacy files or previously approved modifications – if these are still relevant, the content should be added into the form questions so that your new application can be reviewed as a standalone application.

FURTHER SUPPORT
- If you have any iRECS login or technical issues, please contact UNSW IT Services at itservicecentre@unsw.edu.au or (02) 9385 1333.

- For any queries, regarding the iRECS Human Ethics, Animal Ethics Gene Technology or Radiation Safety application approval and/or review process, please contact:
  Human Ethics: humanethics@unsw.edu.au
  Animal Ethics: animalethics@unsw.edu.au
  Gene Technology: genetechnology@unsw.edu.au
  Radiation Safety: radiationsafety@unsw.edu.au