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.

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