PI / Study Team – Cloning Applications for Cancer Center Studies

Important Information

- Verify Study Staff is displayed on the Home Workspace.
- Look for the Study Staff header on the left side of the workspace.
- To change your role, click the desired role on the Home Workspace.
- The Clone Application activity is only available on Cancer Center applications.
- All documents attached to the original submission will be removed from the cloned application.
- The cloned application will be saved in the state Pre Submission.

1. Locate the application to be cloned.
   Note: Applications can be located in My Inbox, In Progress, Approved Tabs or in All Submissions.
2. Click the Name of the application to clone.
3. To clone the application, click Clone Application.
4. Enter the Name of new study.
   Note: Rename the new study. Each study should have a unique name.
5. Click OK.
6. Click **My Home** to go to the home workspace to access the cloned application.

   **Note:** The Study Coordinator will receive an e-mail notification with the ID of the newly created application. If a Study Coordinator is not assigned to the application, the notification will be routed to the PI. This process may take several minutes.

7. The Home workspace is displayed.

8. The cloned application appears in **My Inbox**.

   **Note:** The cloned application has been assigned a new application number and all attached documents have been removed.

9. Click the **Name** of the cloned application to open and edit the application.

10. Click **Edit Study** and edit the application, as needed.

11. Click **Submit Application** to submit the cloned application.

12. Click **My Home** to return to the home workspace.