Cloning an Application for Cancer Center Studies

The option to clone an application is only available for Cancer Center studies. All documents attached to the original submission will be removed from the cloned application. Cloned applications are saved in the Pre Submission state.

Upon cloning the application, 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.

1. Verify that Study Team Member is selected under My Roles.
2. Locate the application to be cloned.
   **Note:** Applications can be located in My Inbox, In Progress, or the Approved tabs, or in All Submissions in the blue banner at the top of the workspace.
3. Click the Name of the application you wish to clone. The study workspace displays.
5. Enter the Name of new study.
   **Note:** Rename the new study. Each study should have a unique name.
6. Click OK.
7. Click My Home in the blue banner at the top of the study workspace in order to return to your Home Workspace.
8. The new (cloned) application displays in the **Require Action by Study Team** list on the **My Inbox** tab of your Home Workspace.

9. Click the **Name** of the cloned application to open the study workspace.

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

**Notes:**

- Study team members who are required to accept their role on the study will need to do so before the application can be submitted for review.
- You can use the **Notify Study Team Members to Accept Roles** activity to notify them to do so.
- For instructions on submitting an application, see the following step-by-step procedures:
  
  - [Preparing a Study Application for Submission](#) (PI/Study Team)
  
  - [Submitting a Completed Application](#) (PI Only)