How to Copy a Study or Create a Template for Future Use

ePIRATE Training



Principal Investigators (PI) are allowed, in ePIRATE, to copy an existing study for use as a template for future new study submissions. Only the PI can copy his or her existing study. Other study team members are not permitted to copy a study.

In the ePIRATE workspace for his or her study the PI will find a button titled "Copy Study". This button is located on the left side of the screen under the heading "My Activities".

Clicking this button will copy the study for immediate use as a template for a new study submission. The PI also has the option to copy a study, store the new template under his/her "My Templates" tab on their ePIRATE Home page and return to use the template as many times as they wish.

PLEASE REMEMBER – You are copying an existing study. The responses and uploaded documents in the copied study/template relate to the existing study. When you are ready to create a new study submission using your copied study/template you must be sure to revise all responses and uploaded documents ensuring that the new study application accurately reflects the content of the new study.

The following slides will provide you with instructions on how to copy a study in ePIRATE.



***9.11.2020: Existing research studies that are changing their method of paying

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>> Dashboard

Dashboard Home

IRB Studies

Issues

Amendments

Continuing Reviews

Final Report

Certified Evennt

Reportable Events

Legacy Approved

Other Submission Types

- Amendments
- **▶** Continuing Reviews
- ▶ Final Report
- ▶ Reportable Events

IRB Studies

In Drogrees

Welcome to Click Commerce IRB. View a to see the list of submissions related to y

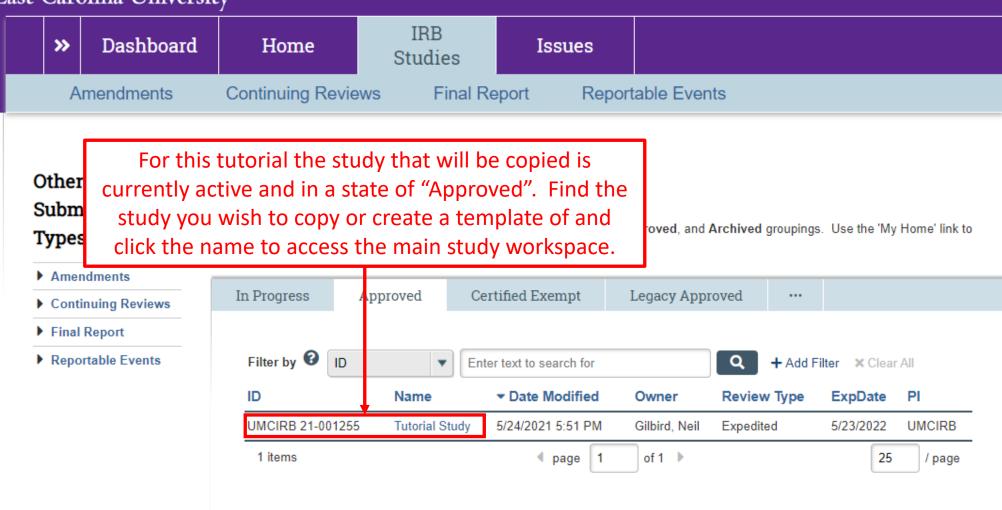
Annrowed

Navigate to the appropriate tab for the study you wish to copy; Approved, Certified Exempt, Archived

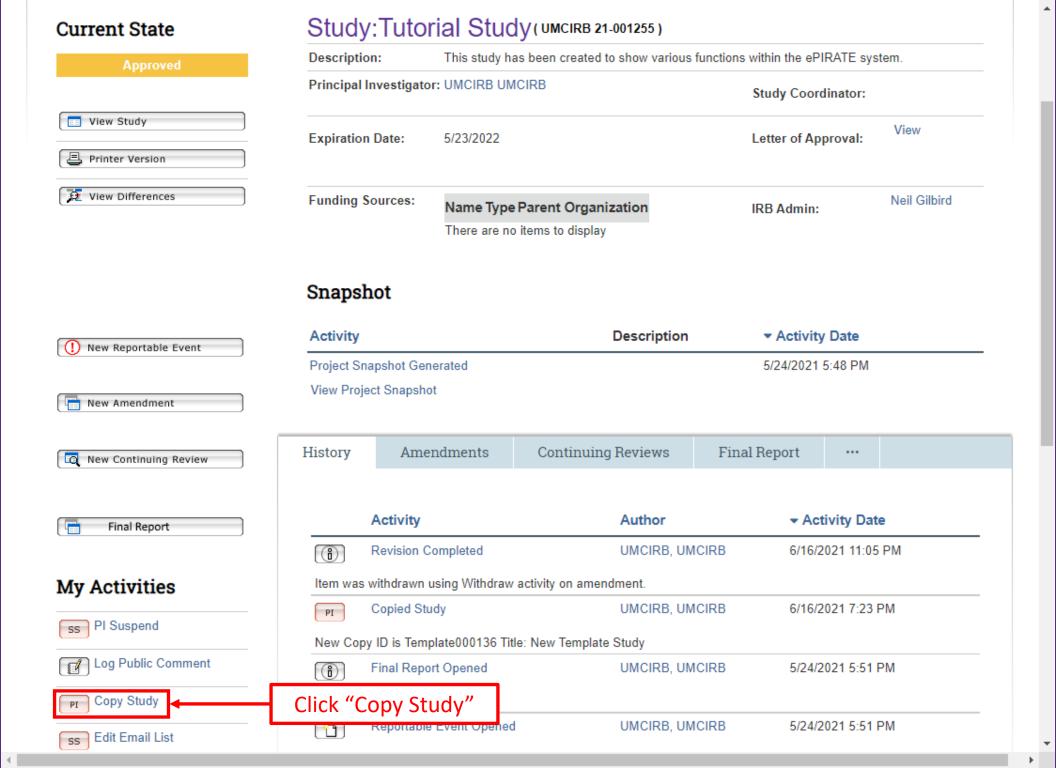
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UMCIRB 18-001	1624 Test Study		3/4/2021 1:44 PM		Pre Submission	Exempt	UMCIRE	
UMCIRB 14-001	1022 Neil study		7/6/2020 12:32 PM		Pre Submission	Exempt	UMCIRE	
UMCIRB 18-000	0600 Copy of Nei	l's Template	3/2/2018 2:09 PM		Pre Submission		UMCIRE	
UMCIRB 17-002		p Instruction verses Instruction	11/29/2017 9:37 PM	,	Pre Submission		UMCIRE	
UMCIRB 17-002	2835 Whole Grou Small Group	p Instruction verses Instruction	11/29/2017 9:33 PM	}	Pre Submission	Expedited	UMCIRE	
UMCIRB 15-001	1136 How to Uplo	oad Documents in	9/8/2017 4:16 PM		Pre Submission		UMCIRE	

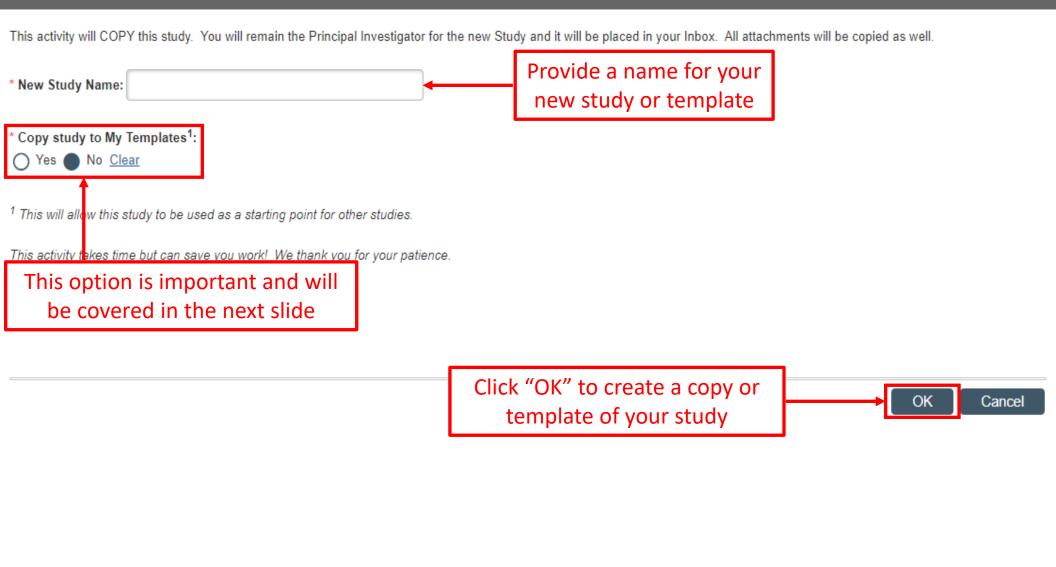
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Copy Study



The response to the question "Copy Study to My Templates" will determine which of the following occurs:

Selecting "No" will create a copy of an existing study allowing you to create and submit a new study immediately

Selecting "Yes" will create a template that can be used for all future study submissions



Administrator

Ancillary Committees

Animal Transportation Coordinator

COI Administrator

Committee Chair

Committee Member

Dept/Div Approvers

Facilities Manager

Faculty Advisor/Supervisor Approvers

IACUC Committee Member

IACUC Coordinator

IBC Administrator

IRB Administrator

New Registered User

Office Of Compliance Auditor

Safety Committee Chair

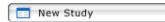
Safety Committee Member

Safety Committee Specialist

Site Manager

VP

Create



Please note:

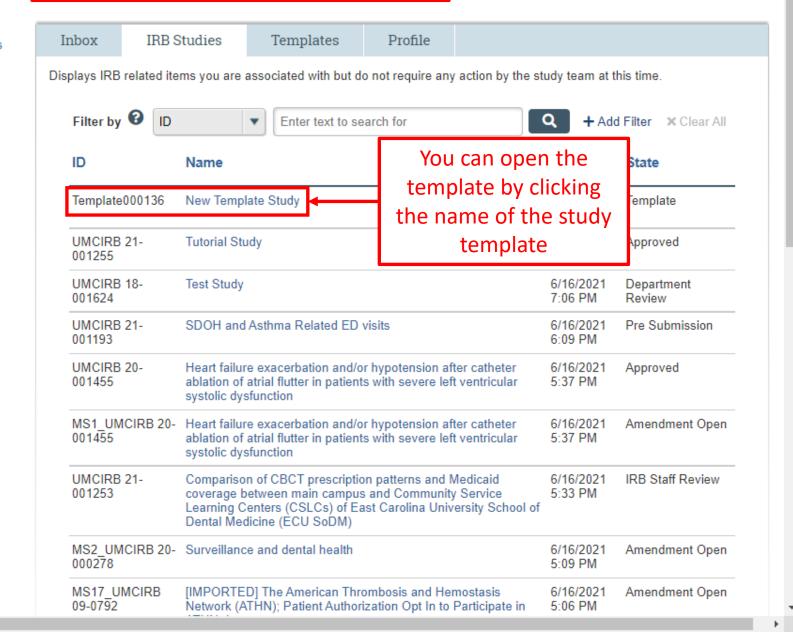
To complete this application more quickly, make sure you have all consents, flyers, questionnaires, protocols, etc. prepared and available for upload prior to creating your study. Utilize Quick Links below to find templates and other tools.

- mbox items appearing here may require immediate detail by you to speed your submission alrough the review

"Yes" was selected and a template titled "New Template Study" was created. It will appear in both your "IRB Studies" tab and the "Templates" tab

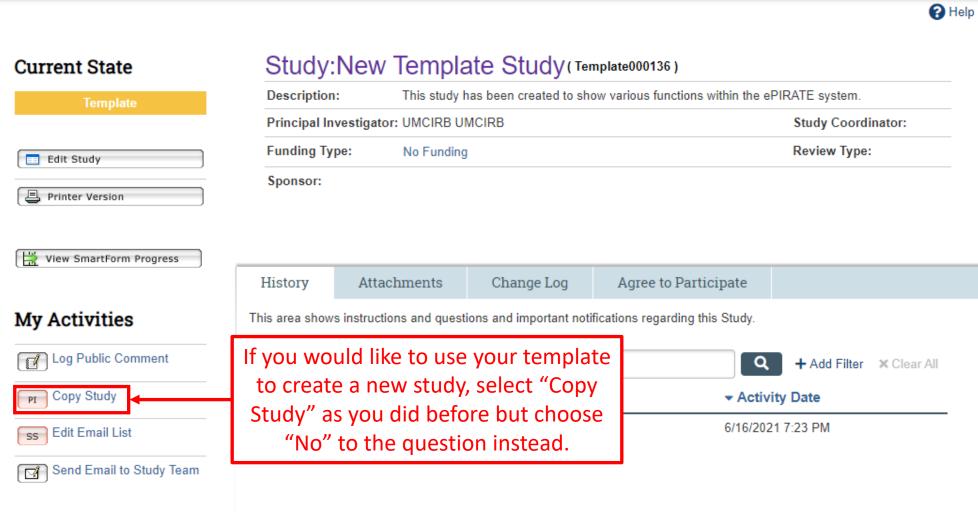
IRB tabs.

s where you will enter the date you completed your s conducting human subject research. plates for consents, IRB Conflict of Interest (COI) to upload during the submission process. To e documents so they are ready for upload as you



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(Initial)



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Dashboard

Home

Issues

IRB Submissions

My Roles

IRB Submissions

Dept/Div Approvers

Faculty Advisor/Supervisor Approvers New Registered User

Create



Please note:

To complete this application more quickly, make sure you have all consents, flyers, questionnaires, protocols, etc. prepared and available for upload prior to creating your study. Utilize Quick Links below to find templates and other tools.

Quick Links

Consent Form Templates, COI

Page for UMCIRB UMCIRB

IRB

Studies

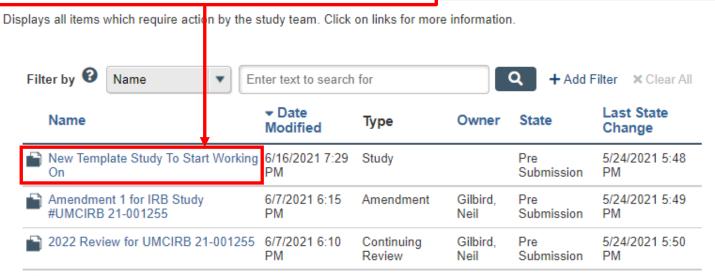
Welcome to your Personal Page, the starting point for all interactions with this site. Note the following:

Selecting "No" to this question will result in you creating a study in a state of "Pre Submission". Here we titled the new copied study "New Template Study to Start Working On". The study will show up in your inbox and clicking on the study Name will take you to the main study workspace.

o speed your submission through the review

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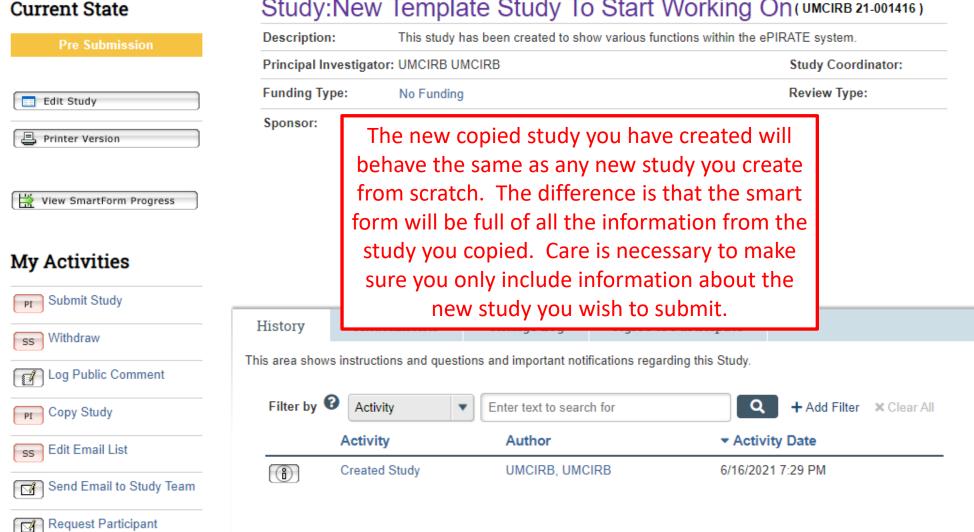
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Study: New Template Study To Start Working On (UMCIRB 21-001416)



Agreement