



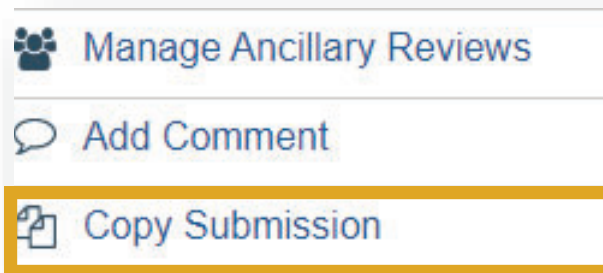
Copy a Protocol

Copying a protocol is helpful if the protocols are similar but uses different agents, different funding sources, or have different PIs such as when a PI starting a new but similar research.

When a protocol is copied, all details, including the biosafety summary, agents, toxins, and microorganisms are copied along with it. Once the protocol is copied, the new protocol and other details like biosafety summary, Risk management details can be edited before the new protocol is submitted for review and approval since it is in the Pre-Submission state.

To copy a protocol

1. In the Top Navigator, click **Safety**.
2. Click the **All Submissions** tab.
3. Click the protocol name you want to copy.
4. On the protocol's workspace, click **Copy Submission**.



5. Type a name for the new protocol in the New submission name box.
6. Click **OK**.
You are taken back to the protocol workspace.
7. On the **History** tab, click the new protocol ID link.
The new protocol workspace appears.
Note: You need to refresh the page until the new protocol link appears in the **History** tab.