



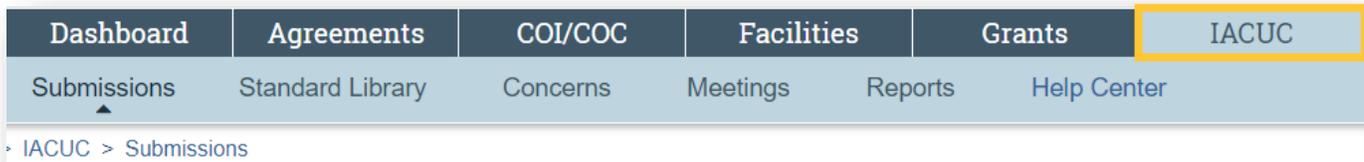
Copy a Protocol

The IACUC system allows users to copy protocols from one research team to another. For example, when a protocol changes from one PI to another, the protocol may need to be copied to the new PI's research team to reflect this change. Copying a protocol is also helpful if the protocols are similar but uses different species, different funding sources, or have different PIs such as when a PI starting a new but similar research.

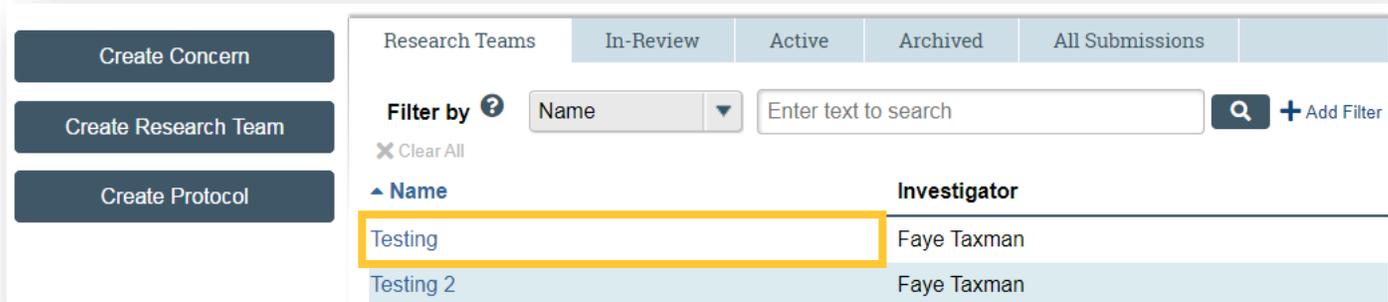
When a protocol is copied to the new research team, all details, including the team procedures and team substances are copied along with it. Once the protocol is copied, the new protocol and team procedures and substances can be edited before the new protocol is submitted for review and approval since it is in the Pre-Submission state.

Copying Your Protocol

In the Top Navigator, select **IACUC**.



On the **Research Teams** tab, click the research team associated with the protocol to be copied.





Navigate to the Submissions tab and select the name of the protocol.

Active

TEAM00000007

Testing

Principal investigator: Faye Taxman
Phone: 703-993-1000
E-mail: ftaxman@gmu.edu

Next Steps

- Edit Research Team
- Create Protocol
- Create Procedure
- Create Substance

Submissions | Procedures | Substances | History | Research Team Contacts | ...

Filter by [?] ID

ID	Name	Date Modified	State	Submission Type
IPROTO202500000002	testing	1/9/2025 4:28 PM	Pre-Review	New Protocol Application

The protocol workspace will appear. Select **Copy Submission** to initiate the duplication process.

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In the **New submission name** box, enter a name for the new protocol. Specify the new research team by typing its name in the New research team box or by clicking the ellipsis to find and select the destination research team.

Copy Submission

This activity copies your submission. The Principal Investigator (PI) remains the same for the new submission, and it appears in the PI's inbox.

- * New submission name:**
- New research team: ?**
 ...

Once the details are complete, click **OK** to proceed. The protocol workspace reappears. On the History tab, select the link for the new protocol ID to open its workspace. If the link is not immediately visible, refresh the page until it appears.

History	Experiments	Documents	Reviews	Contacts	Snapshots	Training
Filter by ? Activity <input type="text" value="Enter text to search"/> <input type="button" value="Search"/> <input type="button" value="+ Add Filter"/>						
<input type="button" value="X Clear All"/>						
Activity	Author	▼ Activity Date				
Submission Copied	Taxman, Faye	1/9/2025 4:34 PM				
New Copy: IPROTO202500000003 Copy of Testing						
Submitted	Taxman, Faye	1/9/2025 4:28 PM				
Protocol Created	Taxman, Faye	1/8/2025 4:14 PM				

Users can navigate to the protocol workspace where they can continue to make edits using the **Edit Protocol** button.

If there are no edits to be made and the protocol record is ready for submission, select the **Submit** activity from the activity menu of the workspace.

Upon selecting Submit, the user will be prompted to verify the agreement and financial interest status of the research staff, as well as the study's accordance with animal research requirements. Select **OK** to agree to these terms.