


How to copy an APS

Use these instructions when you want to copy an APS to create a new submission to the IACUC or addendum.

Method 1 is used with an approved APS and can be used to create a new APS or an addendum to the approved APS.

Method 2 is used with an unapproved APS to create a copy of a similar APS – great for speeding up form completion.

<p>Method 1 Using an approved APS - On your home page, under “My Projects,” click the link to the project that you want to copy.</p>	
<p>On the project page, under “Reference xForms,” click the copy icon, .</p>	
<p>In the window that opens, click “Copy” if you are creating a new submission. Click “Copy for Amendment,” if you need to make a revision to an approved APS.</p>	

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Both these actions will cause a new browser tab to open with a copy of the APS.

Make the changes needed, sign and submit.

If you are copying to create a new APS, please change the title in the new APS.

Animal Procedure Statement -- Investigator and Project Information

Submitter Add Note View Audit

test 2, PI
 Email: Phone:

Please start typing the name of the Principal Investigator (PI) and select their name from the drop down list. If the PI name does not pop up, use the Create New Contact below to add them to the system. Add Note View Audit (Required)

test 2, PI

test 2, PI
 Email: Phone:

PI Department
 IACUC

Will the PI have contact with animals? Add Note View Audit (Required)

Yes
 No

NEW Contacts - click link below to add. Add Note
 Wait one minute. Then use the fields below to add them.

Create new contact.

Please choose the staff types involved in this project. Add Note View Audit

Co-PI
 Study Director
 Co-Study Director
 Graduate Student

If you already have a similar form, you will see this notice alerting you to possible duplicates. We recommend that you check the possible duplicate, by clicking "Animal Procedure Statement" and reviewing the content for changes already initiated.

Closing the APS browser tab will bring you back to the message.

Possible Duplicate Help PI's Settings Sign off

Possible duplicate xForm amendments found.

An incomplete amendment of 'Animal Procedure Statement' was found. This is not necessarily a problem.

If you are trying to get back to an xForm you already started, simply click that form below.

If you really want to start a new amendment, simply click [start a new Animal Procedure Statement](#).

Form	Identifier	Stage	Started	Submitted
Animal Procedure Statement	test of adding collaborators - making an addendum	APS data entry	03/31/2020 at 10:19 AM	

If you don't want to continue with the existing addendum, then click "start a new Animal Procedure Statement".

If you clicked "Copy," it will open the APS ready for your changes and submission as a new APS.

If you clicked "Copy for Amendment," it will open a copy of the APS ready for your changes to be submitted as an addendum to the approved APS.

Be sure to sign and click "Submit" to send to the IACUC for review and approval if you are the PI.

Home Help PI's Settings Sign off

Possible duplicate xForm amendments found.

2 incomplete amendments of 'Animal Procedure Statement' were found. This is not necessarily a problem.

If you are trying to get back to an xForm you already started, simply click that form below.

If you really want to start a new amendment, simply click [start a new Animal Procedure Statement](#).

Form	Identifier	Stage	Started	Submitted
Animal Procedure Statement	test of adding collaborators	APS data entry	moments ago	
Animal Procedure Statement	test of adding collaborators - making an addendum	APS data entry	03/31/2020 at 10:19 AM	


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Method 2 Using an unapproved APS – on your home page, under “xForms”, you can click either of the links to locate a project that is either: unsubmitted or being processed at a later stage.

The screenshot shows the IRBManager home page. At the top, there are navigation links: Home, Find Project (Ctrl+Q), My Projects, Take a tour..., Help, PI's Settings, and Sign off. The main content area is divided into several sections:

- Projects (3 Active):** You are associated with 3 active Projects and 3 total Projects. You are the PI for 3 active and 3 total Projects.
- xForms (6 Active):** You have 5 unsubmitted xForms. You have 1 xForm being processed at a later stage.
- Events (3 Open):** Only show events where I am: [dropdown]. You have 1 IACUC Initial Submission events. You have 2 IRB initial submission events. You have 3 Total Open events.
- My Projects (3 Active):** A table with columns: Project, Site, PI, Title, Expires, Status, Reference Doc(s).

Project	Site	PI	Title	Expires	Status	Reference Doc(s)
2019-Marshall-112519-MARTHall	Martin Hall IACUC Office	test 2, PI	test of adding collaborators	03/30/2023	Active	
- Notices:** The IACUC is Beta testing the online submission process. Please contact Robin Broussard, if you have any difficulty. 337-482-1419. robin.broussard@louisiana.edu

Locate the APS that you want to copy,  , next to the APS that you would like to copy.

The screenshot shows the 'My Forms' page. At the top, there are navigation links: Help, PI's Settings, Sign off, and a Filter: [input]. A message box says: "What's this? This table shows xForms associated with you as a user of IRBManager across the entire system." Below this is a table with columns: Action, Identifier, Owner, Stage, As Of. The status is set to 'Unsubmitted'. A yellow arrow points to the 'Action' column.

Action	Identifier	Owner	Stage	As Of	
	Animal Procedure Statement	test of adding collaborators	2019-Marshall-112519-MARTHall test 2, PI	APS data entry	5 minutes a
	Animal Procedure Statement	test of adding collaborators	2019-Marshall-112519-MARTHall test 2, PI	APS data entry	11 minutes
	Animal Procedure Statement	test of adding collaborators - making an addendum	2019-Marshall-112519-MARTHall test 2, PI	APS data entry	03/31/2020
	Add Contact Form	test 2, PI (pitest2@louisiana.edu)		Add Contact Data Entry	03/02/2020
	Animal Procedure Statement	test 2, PI (pitest2@louisiana.edu)		APS data entry	12/03/2019

This message will appear. Click “OK.”

The screenshot shows a confirmation dialog box with the text: "ull.my.irbmanager.com says This will create a copy of the first stage of this instance and start editing the copy. Do you wish to proceed?" There are two buttons: 'OK' and 'Cancel'.

This will cause a new browser tab to open with a copy of the APS. Make your desired changes, sign and click “Submit” to send to the IACUC for review and approval.

The screenshot shows the 'Animal Procedure Statement -- Investigator and Project Information' form. It includes fields for Submitter (test 2, PI, Email: pitest2@louisiana.edu, Phone:), PI name (test 2, PI), PI Department (IACUC), and a section for 'Will the PI have contact with animals?' (Yes/No). There is also a section for 'NEW Contacts' and a list of staff types to choose from: Co-PI, Study Director, Co-Study Director, Graduate Student, and Sponsor.

NOTE – Please be sure to change the title if creating a new submission from a copied APS.