The SLU eIRB tip of the month

eIRB Feature-- Cloning: Best Practices

Why clone? The eIRB system has many features designed to make your eIRB life easier. The cloning feature is no exception. Cloning makes an exact copy of most types of forms in the system (the only difference is the new Protocol ID#).

Here are some best practices and notes for this feature:

1. Cloning is helpful, but if the feature should ever malfunction start a new protocol and copy and paste from the old form to the new form (Note: you will have to use a word document or a PDF copy of the original as you cannot have two form screens opened at one time in eIRB). A cloning malfunction is not an acceptable reason to delay a submission.

2. Did you know? Only the Principal Investigator (PI) and the Administrative Contact roles can clone a protocol/form.

3. Wondering which protocol you cloned from? The original, or "father" protocol, is listed in the Event History next to the "Protocol Cloned" listing.

4. The protocol does not have to be complete to be cloned! A template protocol can be created that includes research team members and their experience and duties OR any fields that remain the same for similar studies and would be easier if they were already completed.

5. A protocol in the middle of the pre-review process cannot be cloned. The protocol will be available for cloning again once the pre-reviewers have electronically signed the form (or disapproved the form).
6. Cloning an Amendment or a Continuing Review Form results in a new protocol (the system will not make a copy of the actual Amendment or Continuing Review Form- only the main form that was linked to that form).

7. Cloning Caution:
   a. Be careful when cloning unapproved or mistake-ridden material. It is best to clone IRB-approved language so you can avoid getting the same contingencies on cloned studies.
   b. Additionally, avoid cloning a protocol and leaving original protocol-specific information in the cloned form. Check that all sections have the new study information and not the previous study's information. Please note: Leaving information from the father protocol in the new, cloned protocol will result in the protocol being returned without being reviewed.

8. Protocols that were disapproved by a pre-reviewer have to be replicated and re-submitted to the Department Chair/Academic Advisor and Scientific Reviewer (if required for your study) because they move to the Non Active Protocol section of the dashboard. The cloning feature can make this process happen in seconds. If cloning is not working- the protocol will have to be copied into a newly created form.
   a. Do not forget to read the pre-reviewers comments on the "Final Steps" page and make the requested changes to avoid the protocol being disapproved again.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site.
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eIRB system feedback is always welcomed! Tell us what you think [here](#).