

QuickGuide: Transfer and Duplicate Forms

This QuickGuide outlines steps for transferring or duplicating applications and sub-forms in MacREM.

Applicants can Transfer applications and subforms to other registered users on the MacREM system. **Transferring completely removes the protocol from the transferrer.** MacREM allows applicants to **Transfer** individual sub-forms, such as Amendments, For Information Only, Annual Reports and Program of Research – Individual Study.

MacREM also allows you to Duplicate applications and subforms. This duplicates the text in the form but does not duplicate the document attachments.

Examples of this use:

- A) Research Assistant created an amendment but not the original application. RA leaves their position but transfers the amendment to the new RA.

Transfer Form To Another User ×

Email

☐ Transfer Sub Forms

- B) Researcher makes a duplicate of an approved amendment in order to use the text responses for a new amendment. The new amendment can be modified to reflect the study.

Duplicate Form



Duplicate the current sub form with data.

Number of duplicates required:

Warning! This process can take a while.

Duplicate

Close

Questions?

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