

QuickGuide: Transfer and Duplicate Sub-forms

This QuickGuide outlines steps for transferring or duplicating sub-forms on MacREM.

Applicants can transfer applications to other registered users on the MacREM system. **Transferring completely removes the protocol from the transferrer.** Duplicate copies of applications can also be made. This duplicates the data and questions, but not the document attachments.

A new vendor release now allows applicants to transfer individual sub-forms, such as amendments, for information only, annual reports and program of research. Duplicates of sub-forms can now also be made.

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
- B) Researcher makes a duplicate of an amendment in order to reuse the data and questions for a new amendment. The new amendment will have modifications to previous questions
- C) A student is creating the third amendment on a project but was not involved in the first and second amendment. The previous students involved in the first and second amendment, who are no longer involved in the project, transfer the amendments to the new student for reference.

You will see the Duplicate Form and Transfer Form tiles when you open a project:

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Number of duplicates required: 1

Close

Transfer Form To Another User



☐ Transfer Sub Forms

Transfer

Close

Questions?

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