

How to clone an Animal Study Protocol form using the online

1. If your amendment requires changes to the protocol form (as described above), you may add a new ASP by cloning a previous version and updating it to reflect the new information. Under Step 2 on the **Designer** page, click the “Add New Document” button.
2. Select “UMCP – IACUC Animal Study Protocol” from the lower blue box and click Add.
3. You will see a prompt “What would you like to do?” To clone an ASP, select “Clone one of my existing wizards.”
4. A listing of your previous protocol ASPs will appear. Select the ASP you want to clone and click Continue.
5. The ASP wizard comes up, - from here you can “Jump” to the sections of the ASP you need to edit (e.g., for a change in animal numbers, jump to Animal Information, adjust the total number of animals there).
6. Save and exit.