Quick Tip: How to Clone an Application

Overview

Cloning an application allows you to create a new application *of the same application type* **that is pre-populated with information from the original application.** This cloned application will be a new draft application that the researcher can modify as needed.

> **NOTE**: It is important that the researcher review the content of the cloned application to modify and update it to reflect the appropriate information for the new application.
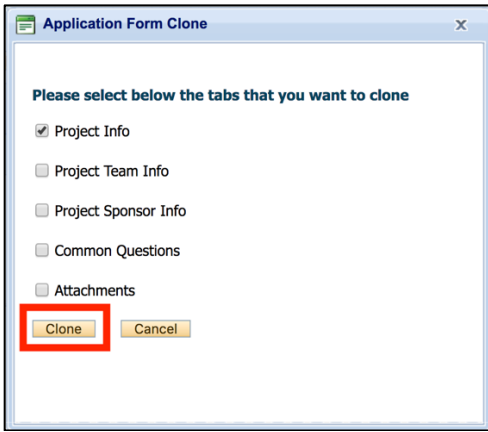
How to Clone

Applications that can be cloned will have a Clone button as one of the actions a researcher may take on the file. Researchers may find applications that may be cloned at any stage in workflow (Drafts, Requiring Attention, Under Review, Post-Review, and Withdrawn).

	File No	Project Title
	▽	▽
View Edit Clone Delete	**Ref No : 7317**	Example Application

> **NOTE:** Only applications originally created in the Researcher Portal will have the Clone option.

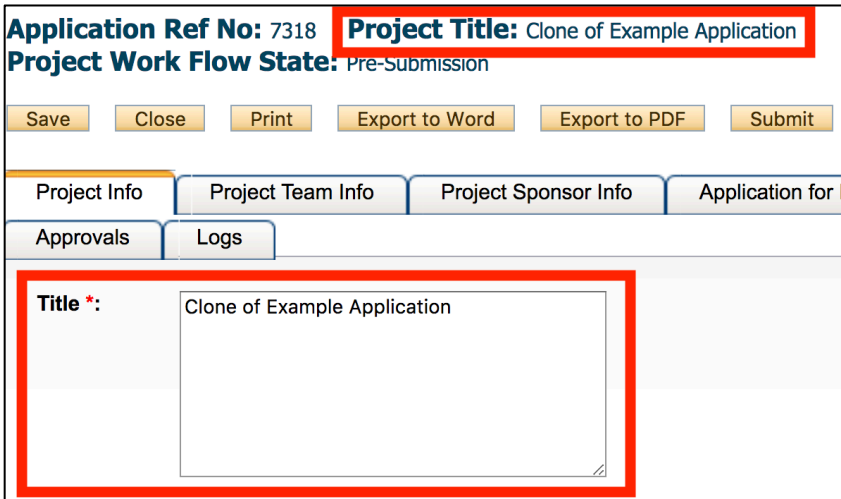Click on the Clone button next to the application you wish to clone. The Application Form Clone window appears.

Select the tabs of the application you wish to clone. You may choose as many of these tabs as you want.

NOTE: The "Common Questions" tab is the tab that contains the application-specific subtabs for the application.

Click Clone.

A new draft application will open. The title for this new application will begin with "Clone of…" to indicate that this is the cloned application. This application will be pre-populated with the content of the tabs you selected in the Application Form Clone window.

You may now modify the content of this file as needed.