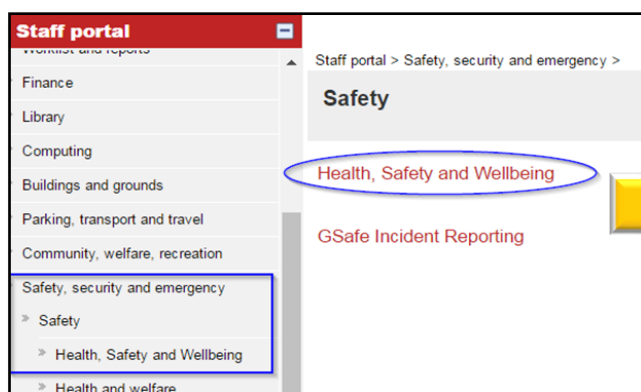


Use this guide if you need help copying an existing application. Copying an application can be a time – saving option when you need to apply for a new research project that has the same dealing type and a common list of participants and /or facilities as an existing dealing. Note that copying an application is not the same as varying an application. To vary existing applications please follow instructions in the Quick Reference Guide – Varying a Research Activity Application.

STEP1: Log into GSafe

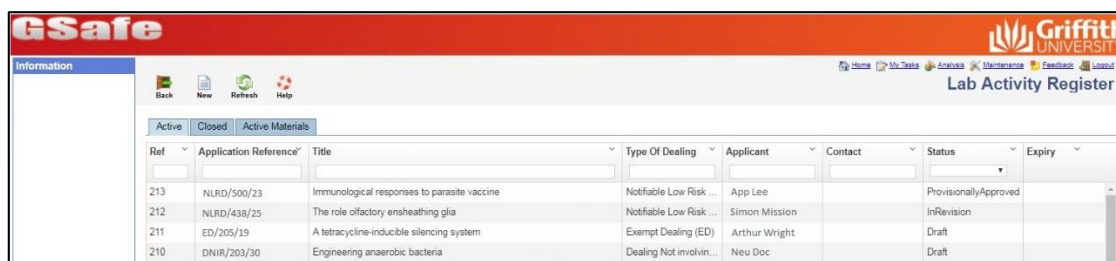
You can log into GSafe using 2 different methods.

- Log into GSafe application using the link: <https://www.riskcloud.net/prod/default.aspx>
- Access GSafe from the Health, Safety and Wellbeing homepage. This can be found via the Griffith University search engine, or from the Staff portal: *Safety, Security and Emergency > Safety > Health, Safety and Wellbeing*.



STEP 2: Access the Lab Activity Register

On the GSafe Home page, click on **Lab Activity Register** tile.

STEP 3: Open the Application


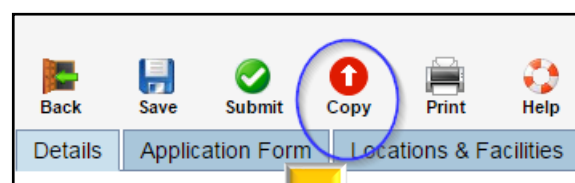
Ref	Application Reference	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
213	NLRD/500/23	Immunological responses to parasite vaccine	Notifiable Low Risk ...	App Lee		Provisionally Approved	
212	NLRD/438/25	The role of olfactory ensheathing glia	Notifiable Low Risk ...	Simon Mission		In Revision	
211	ED/205/19	A tetracycline-inducible silencing system	Exempt Dealing (ED)	Arthur Wright		Draft	
210	DNIR/203/30	Engineering anaerobic bacteria	Dealing Not involv...	Neu Doc		Draft	


In the Lab Activity Register locate the application to be copied and double click on the record. The application 'Details' tab will be displayed.

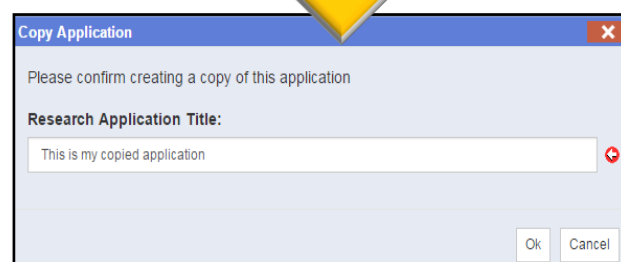
STEP 4: Copy Application

Click on the **Copy** button located in toolbar at the top of the application. Enter a new title into the **Research Application Title** field.

Click **OK** to create a copy of the application. The copy of the application will be created and presented.




 Note that the status of the application will be **Draft**.

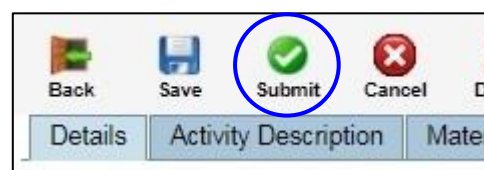
**STEP 5: Update Application**

Update the application as required. Pay attention to the project contact details on **Details** tab – change Applicant name if required as this is copied across from the original application.

STEP 6: Submit Application

To submit your application for verification and review click on **Submit**. You will receive an email notification confirming the application has been submitted.

 Note that once submitted you cannot edit your application. If you need to edit the application please email Compliance Coordinators at safety@griffith.edu.au including the reference number and title of the application.



If you have any questions regarding this process please contact the Health, Safety and Wellbeing team at safety@griffith.edu.au