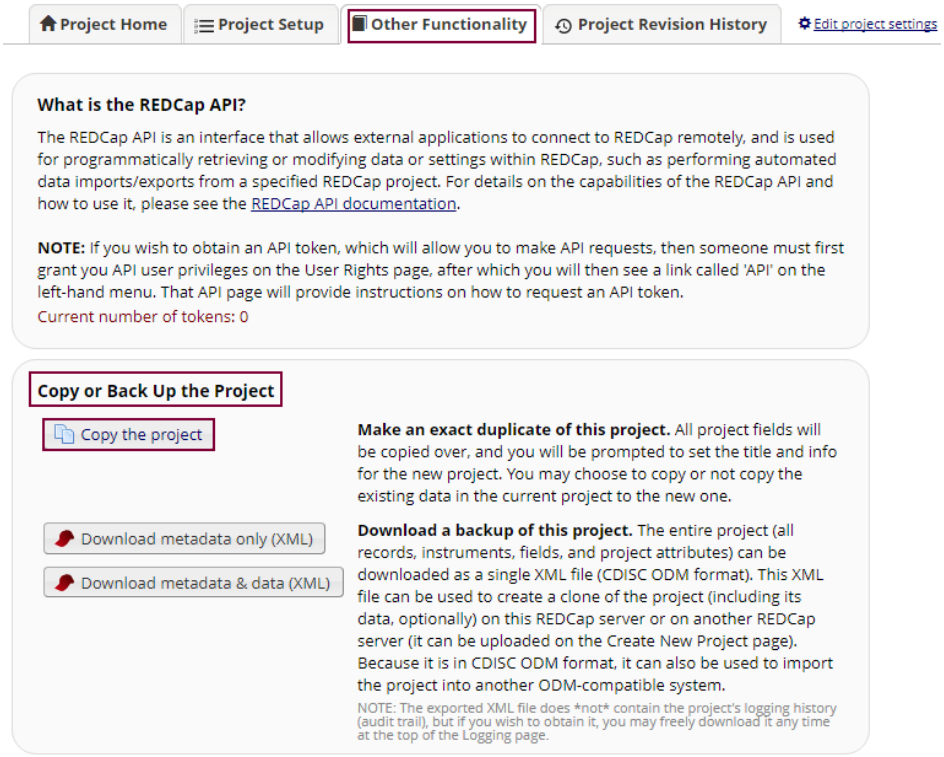
Copying an existing REDCap project to a new REDCap project

REDCap enables you to be able to copy an existing project from within the same REDCap instance you are using and that you have permission to access.

Please Note: You need to have copy project permissions if you do not please email the UoM REDCap administrators to ask how to obtain this access.

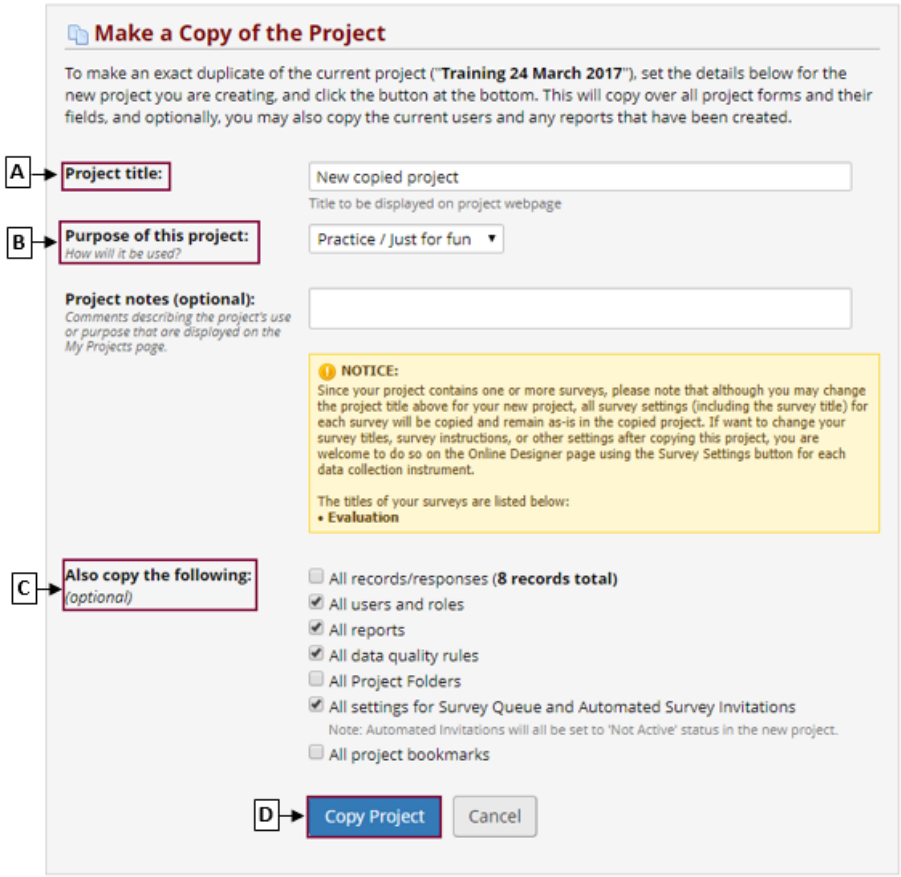
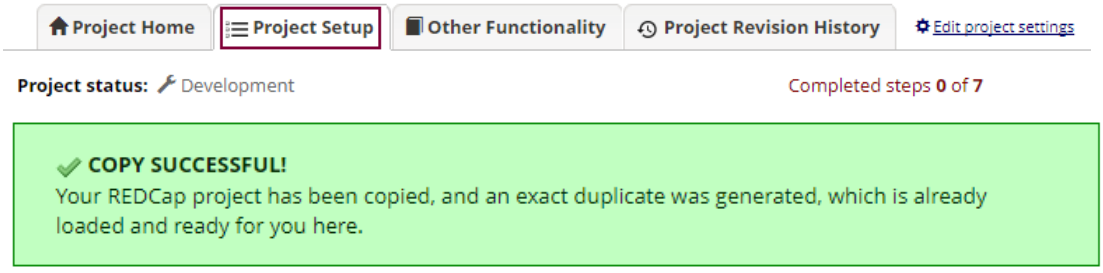
Creating a project from an existing data dictionary

1. Log into REDCap
2. Select your required project from the **'My Projects'** tab that you want to copy and create a new project of
3. On the **'Other Functionality'** tab, under **'Copy or Back up the Project'** select the **'Copy Project'** button



Document Last Updated: 02-Feb-18 **Author:** Sandra Henley-Smith **Version:** 1.0

4. On the **'Make a Copy of the Project'** tab, check the following and update or select where required:
   a. **Project Title:** Change this title so you can distinguish between the project you are creating a copy from and the new project
   b. **Purpose of this project:** Change the dropdown list selection and any other information if this option or any of the details have changed
   c. **Also copy the following:** If you want to copy all the records, or keep any of the reports, setting, reports etc., select the required tickbox to copy the information to the new project
   d. Select the **'Copy Project'** button



5. Once the changes have been made and successfully committed, taken to the **'Project Setup'** tab and advised your project has been successfully copied. You can continue to setup your project and make any required change to the instruments on the online designer