

# Cloning a PINS Record

When cloning a record, please be advised that some information will not carry over and therefore will need to be entered again. It is recommended that you review information from all the tabs (Project Info, Sponsors/Subs/Deadlines, etc.) to make sure everything is correct. If there are any errors that prevent you from routing the PINS to the CALS C&G office, they will be viewable on the "Approvals/Routing" tab.

**★ NOTE:** The cloned record MUST be routed to the CALS Pre-Award Office in order for them to start working on the project with you.

To clone a PINS record complete the following steps:

- 1 Begin on the PINS home screen. Click the "PI" drop-down menu to search for your name.
- 2 Next, click "Create Supplement/Continuation/Revised Proposal."

- 3 Then, click "Select" next to the PINS record you would like to clone.

Project No.	Title	Sponsor	Status	Last PINS	Project End	
2023-1111	Research Project 1	Sponsor 1	Proposed	00000		Select
2024-5012	Research Project 2	Sponsor 2	Proposed	11111		Select
2023-4311	Research Project 3	Sponsor 3	Proposed	22222		Select
2023-2133	Research Project 4	Sponsor 4	Proposed	33333		Select

**NOTE:** The Project No. is the RADAR/RED number.