 *The University of Vermont*

 Research Protections Office

**InfoEd Delegation Request**

Delegating responsibility to protocol personnel to submit protocol materials on the behalf of a PI through InfoEd requires that the PI understand the delegation functionality. Please read, complete, and send to rpo@uvm.edu. RPO staff will set this delegation for you upon receipt of this request. If you have further questions, contact 656-5040.

PIs may request delegation to create/view/edit/submit protocol materials to any person currently listed on one of their protocols. The contact role has historically been the person that handled paper submissions, however with electronic submission in the InfoEd system, contacts or other key personnel may be given additional access that they may not currently have. The follow is a list of things you need to know prior to delegating responsibility to personnel.

1. To allow personnel the ability to submit on the PI’s behalf, that person must be given system security access that is identical to that of the PI. This means the ability to create/view/edit/submit protocol materials.
2. Delegation is specific to the PI’s body of work, it is not specific to a protocol. Therefore, any person you delegate will be able to create/view/edit/submit protocol materials for any of your protocols, regardless if they are listed as key personnel on all of the protocols or just one protocol. Access cannot be restricted to specific protocols.
3. If the PI has two or more different people across their menu of protocols that they wish to delegate, the PI may want to request they all be delegated this responsibility. However, the PI will need to manage which person is responsible for which protocol submissions.
4. Personnel given this access cannot sign protocol forms on behalf of the PI.  All uploaded forms must have the PI’s signature.
5. Given that the delegation functionality provides for such a high level of access, the listed delegate must always be current. To avoid potential problems, the PI needs to notify RPO as soon as possible of any staff turnover that affects the delegation. You must have an internal process to ensure that the delegated person is the appropriate person at all times.

**PI Certification of Understanding**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PI’s printed name), understand the delegation functionality, along with its limitations, and request that the RPO office delegate the following person(s) to create/view/edit/submit protocol materials on my behalf. Additionally, I understand that given the level of security access that I am requesting for this person(s), that I must keep it current. The RPO office is not able to track research staff turnover and therefore will never update your delegated contacts unless requested to do so.

**Are these delegation privileges for IRB or IACUC?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact(s) Person Name for Delegation PI Signature and Date