



How to Assign a Proxy

A Proxy is an optional security role assigned by the PI to another study team member giving them authority **to edit and submit** new protocol submissions on behalf of the PI for that one protocol.

General Guidance

- PIs assign Proxies
- Proxies are assigned per protocol
- All Proxies MUST be named as Study Team Members first
(See IRB Quick Guide - How to Add a Study Team Member)
- There can be one, multiple, or no Proxies assigned to a protocol
- All notifications that go to the PI and contact will also go to the Proxy
- Proxies have all the same editing and submitting power as the PI

How to Assign a Proxy

On your dashboard, choose IRB and select Submissions.

1. Search for the applicable study (protocol) and click the study name to open it. For details on this process see the user guide called "Searching for a Protocol or Submission".

****TIP**** Don't forget! You can use the % character as a wildcard when searching for a protocol (see IRB Quick Guide - Searching for a Protocol - for more details)

»	Dashboard	Agreements	COI	Facilities	Grants	IACUC	IRB	...
Submissions	Meetings	Reports	Library	Help Center				

Submissions

Create New Study
Report New Information

In-ReviewActiveNew Information ReportsExternal IRBRelying SitesAll SubmissionsArchived

Filter by ID Smith%
and by Name Study%
1 items

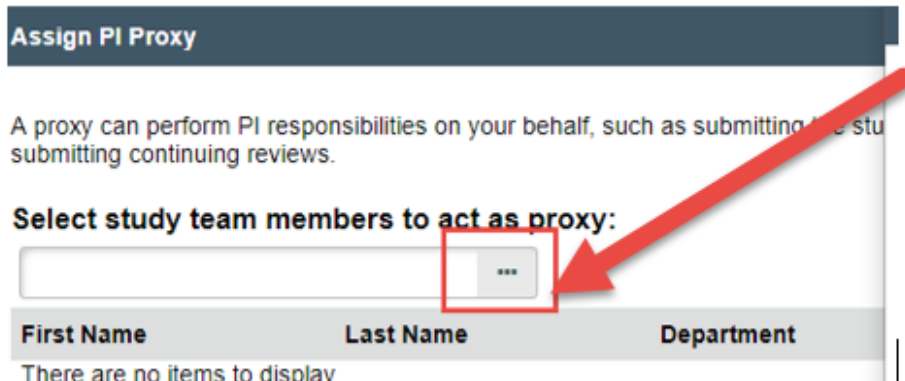
ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type
STUDY00002124	Example Study Title	10/4/2022 9:46 AM	Non-Committee Review	John	Smith	Karen	Crain	Initial Study

1 itemspage 1 of 125 / page

On the left side of the screen, click the activity called “Assign PI Proxy”

 [Assign PI Proxy](#)

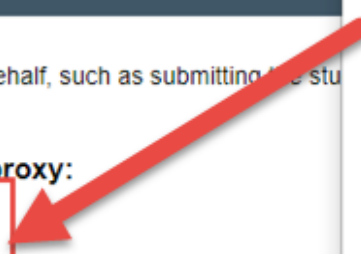
In the subsequent pop-up click the ellipse (...)



Assign PI Proxy

A proxy can perform PI responsibilities on your behalf, such as submitting the study, submitting continuing reviews.

Select study team members to act as proxy:



First Name	Last Name	Department
There are no items to display		

A second pop-up will present. Select the name of the person you would like to name as a Proxy by checking the appropriate checkbox next to their name and click OK.

Select One or More Persons

Filter by Last ▼ Go Clear [Advanced](#)

Deselect All

Total Selected: 1 ◀ 1-1 of 1 ▶

▲ Last	First	Organization
<input checked="" type="checkbox"/> Locher	Melanie	Research Protections Office

Total Selected: 1 ◀ 1-1 of 1 ▶

OK Cancel

A screen will appear showing the proxy you selected. Click OK.

Assign PI Proxy

A proxy can perform PI responsibilities on your behalf, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

1. Select study team members to act as proxy:

First Name	Last Name	Department
Melanie	Locher	Research Protections Office

OK

Cancel

The new choice will now display at the top of the protocol

STUDY00002124: Example Study Title

Principal investigator: John Smith
Submission type: Initial Study
Primary contact: John Smith
PI proxies: Melanie Locher

IRB office: CHRMS (Medical)
IRB coordinator: Karen Crain
Regulatory authority: 2018 Requirements

Submitting Department: Med-General

Initial Review Level:

****TIP**** If the person you want to choose to be a Proxy is not on the list, then a MOD submission to add that person to the study team member list (aka Key Personnel change) must be done first. Once that MOD is approved, their name will be available to be selected as a Proxy as described in this quick guide.