



UVMClick Website UVMClick Login https://www.uvm.edu/ovpr/uvmclick https://rpo.connect.uvm.edu/IACUC Email Support

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What is a Proxy?

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

General Guidance

- Pls assign Proxies
- Proxies are assigned on each protocol
- All Proxies MUST be named as a Protocol Team Member first (See IACUC User Guide - How to Create and Submit an Amendment)
- There can be one, multiple, or no Proxies assigned to a protocol
- All notifications that go to the PI will also go to the Proxy

How to Assign a Proxy

Step 1

- The <u>PI</u> must log into UVMClick
- Search for the applicable protocol and click the protocol name to open it.
- **TIP** Don't forget! You can use the % character as a wildcard when searching for a protocol (see IACUC User Guide - Searching for a Protocol or Submission - for more details)

» My Inbox	Site Administration	COI	Facilities	Grants	IACUC	IRB	
Submissions Sta	ndard Library Concerns	Inspections M	leetings Reports	Training	•		
2							
Submissions							
Please enter search term	protocol	ol name to open the	wildcard	use the % sign as a to search for a protocol			
	Research Teams In-R	eview Active Arch	jurd All Submissions	3			
	Filter by 😢 ID	PROTO <mark>%</mark>	٩	+ Add Filter X Clear All			
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	🗶 PROTO201900009 Ca	thy Test IACUC Protocol Sept 12	2 2019 9/12/2019 10:23 F	M Dattilio, Abbey L. Pre-Submission	New Protocol Application	Catherine Co	ondon
	🎘 PROTO201900010 Sh	ort Title	9/12/2019 3:07 PM	Pre-Submission	New Protocol Application	Lynn Tra	асу
	🎘 PROTO201900011 Ca	thy Team Protocol	9/12/2019 3:02 PM	Pre-Submission	New Protocol Application	Catherine Co	ondon
	A PROTO201900008 _C	ickIACUCSubmission - 9/4/2019	9 9:29:27 PM 9/12/2019 2:44 PM	A Pre-Submission	New Protocol Application	George We	eliman

Step 2

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

🛃 Assign PI Proxy

Step 3

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

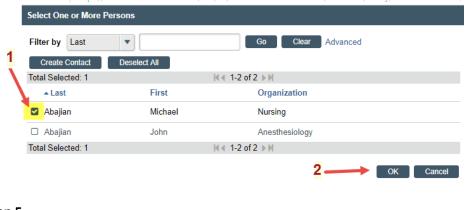
There are no items to display

Assig	gn Pl Proxy								
IACU	A proxy can perform PI responsibilities on your behalf, such as submitting the protocol to the IACUC, modifying the protocol, and submitting annual and triennial reviews. 1. Select protocol team members to act as proxy:								
	First Name	Last Name	Employer	Title					

Step 4

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

NOTE: Only people named on your protocol will display. If the person you wish to add as a proxy does not display, you must add them to the list of protocol team members within your protocol smartform.



Step 5

Click OK again

gn Pl Proxy				
	PI responsibilities e protocol, and se			mitting the protocol to the
		-		Teviews.
Select proto	ocol team mer	nbers to act	as proxy:	
First Name	Last Name	Employer	Title	
Filst Name				
Michael	Abajian	Nursing	Lecturer	
	Abajian	Nursing	Lecturer	0
	Abajian	Nursing	Lecturer	

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

