

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

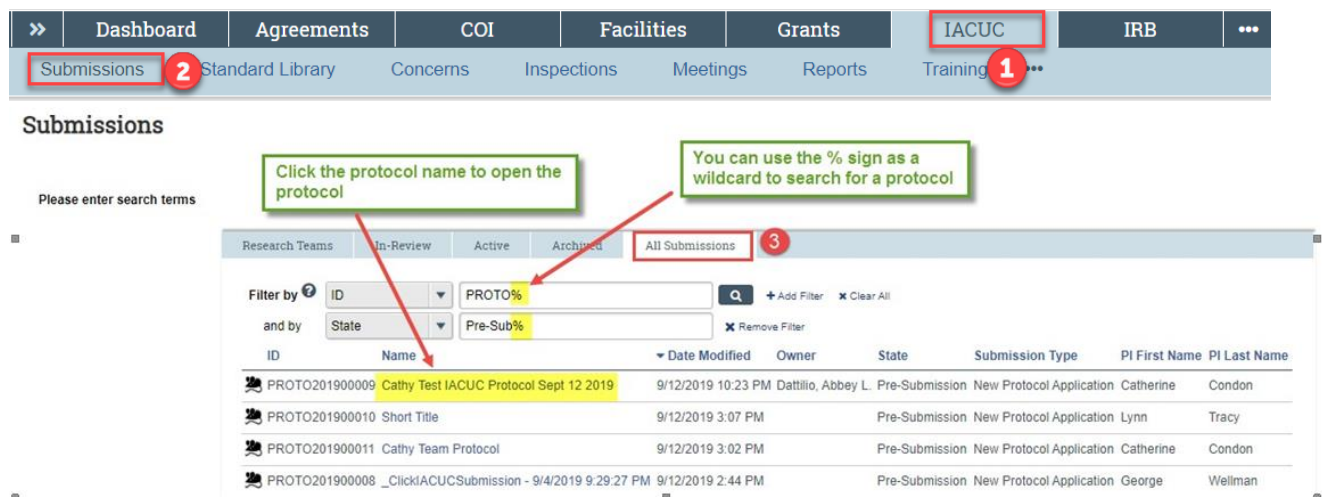
- PIs assign Proxies
- Proxies are assigned on each protocol
- All Proxies MUST be named as a Protocol Team Member first
(See IACUC User Guide - How to Create and Submit an Amendment)
- There can be one, multiple, or no Proxies assigned to a protocol
- All notifications that go to the PI will also go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

How to Assign a Proxy

Step 1

- The **PI** 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)



The screenshot shows the UVMClick IACUC interface. At the top, there is a navigation bar with tabs: Dashboard, Agreements, COI, Facilities, Grants, IACUC (highlighted), and IRB. Below this is a secondary navigation bar with tabs: Submissions (highlighted with a red box and a '2' in a red circle), Standard Library, Concerns, Inspections, Meetings, Reports, and Training (highlighted with a red box and a '1' in a red circle).

The main content area is titled "Submissions" and includes a search bar with the text "Please enter search terms". Below the search bar, there are several tabs: Research Teams, In-Review, Active, Archived, and All Submissions (highlighted with a red box and a '3' in a red circle). The "All Submissions" tab is selected.

There are two callout boxes with green borders and red arrows pointing to specific elements:

- One callout box says "Click the protocol name to open the protocol" and points to the "Cathy Test IACUC Protocol Sept 12 2019" entry in the table.
- Another callout box says "You can use the % sign as a wildcard to search for a protocol" and points to the search filter input field.

The search filters are:

- Filter by: ID (dropdown menu)
- and by: State (dropdown menu)
- Search input: PROTO% (with a magnifying glass icon)
- Buttons: + Add Filter, X Clear All, X Remove Filter

The table below shows the search results:

ID	Name	Date Modified	Owner	State	Submission Type	PI First Name	PI Last Name
PROTO201900009	Cathy Test IACUC Protocol Sept 12 2019	9/12/2019 10:23 PM	Dattilio, Abbey L.	Pre-Submission	New Protocol Application	Catherine	Condon
PROTO201900010	Short Title	9/12/2019 3:07 PM		Pre-Submission	New Protocol Application	Lynn	Tracy
PROTO201900011	Cathy Team Protocol	9/12/2019 3:02 PM		Pre-Submission	New Protocol Application	Catherine	Condon
PROTO201900008	_ClickIACUCSubmission - 9/4/2019 9:29:27 PM	9/12/2019 2:44 PM		Pre-Submission	New Protocol Application	George	Wellman

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 (...)

Assign PI Proxy

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
There are no items to display			

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.

Select One or More Persons

Filter by Last Go Clear Advanced

Create Contact Deselect All

Total Selected: 1 << 1-2 of 2 >>

Last	First	Organization	
<input checked="" type="checkbox"/>	Abajian	Michael	Nursing
<input type="checkbox"/>	Abajian	John	Anesthesiology

Total Selected: 1 << 1-2 of 2 >>

OK Cancel

Step 5

Click OK again

Assign PI Proxy

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
Michael	Abajian	Nursing	Lecturer

OK Cancel

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

PROTO201900010

Protocol Title Goes Here

Principal investigator: Lynn Tracy
Submission type: New Protocol Application
Primary contact:
IACUC coordinator:
Consulted vet:
PI proxies: Michael Abajian

Letter:
Protocol type: Experimental Research
PI Department: Research Support & Integrity

