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.
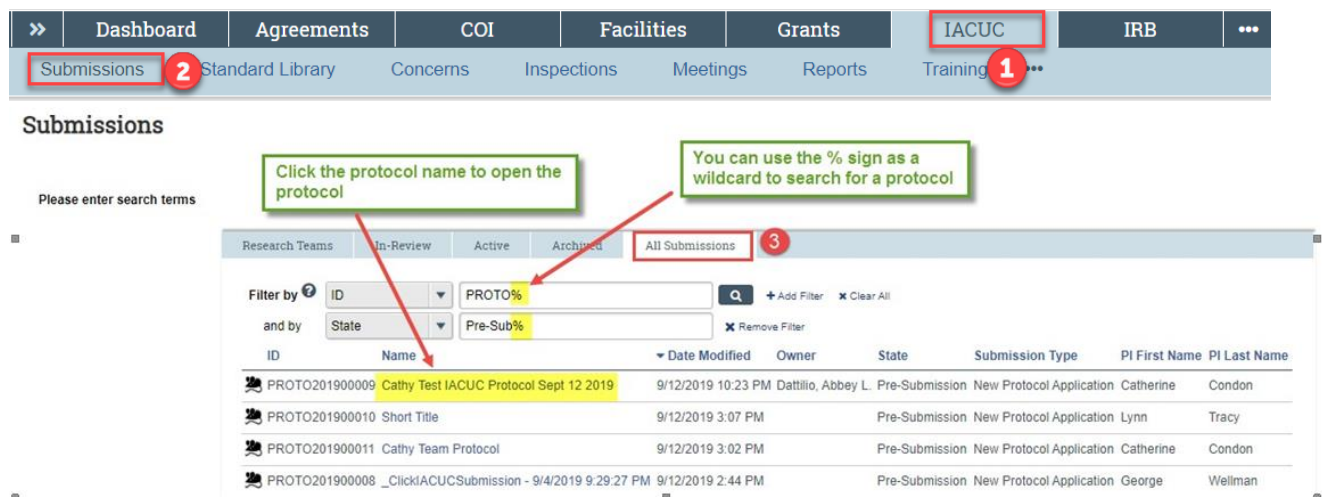
General Guidance

- 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)

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 (…)

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

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

PROTO201900010

Protocol Title Goes Here

Principal investigator:	Lynn Tracy	**Letter:**	
Submission type:	New Protocol Application	**Protocol type:**	Experimental Research
Primary contact:		**PI Department:**	Research Support & Integrity
IACUC coordinator:			
Consulted vet:			
PI proxies:	Michael Abajian		