



UVMClick Website	https://www.uvm.edu/ovpr/uvmclick
UVMClick Login	https://rpo.connect.uvm.edu/Safety

Email Support

UVMClick@uvm.edu

What is a Proxy?

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

General Guidance:

- Pls assign Proxies
- Proxies are assigned on each registration
- All Proxies MUST be names as Registration Team Members first (See IBC User Guide- How to Create and Submit Key Personnel Changes)
- There can be more than one Proxy assigned to each registration
- The Proxy is cc'ed on all notifications sent to the PI

How to Assign a Proxy:

Step 1

- The PI must log into UVMClick
- Search for the applicable registration and click the registration name to open it

»	Dasł	lboard	Agreemen	ts CC	I	Fa	cilities	Gra	ants	IACUC		Safety
Subm	nissions	Incidents	Inspections	Meetings	Reports	Help	p Center					
In-Re	eview	Active	Archived	Suspended or Lapsed	All S	Submission	IS					
Filter by 😢 ID There text to search for C + Add Filter X Clear All												
Ш	D	Name	1	✓ Date Modified	State	Pl First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type	Safety Review Type	Expiration Date
		040 Nov Doo	introling	11/27/2022	Approved	Margarot	Vizzard	Abbey	Dattilio	Initial Protocol	Biosafety	11/26/2023

Step 2 On the left side of the screen, click the activity called "Assign PI Proxy"

	REG202200013					
Approved	New Registration					
Next Steps	Principal Investigator: Margaret Vizzard					
View Registration	Specialist: Abbey Dattilio Primary Contact:					
Printer Version	Admin office: Safety PI proxies: There are no iter Submitting Department: Neurological Scie					
Create Amendment/CR						
Create Safety Incident	Pre-Submission Specialist Review Clarificatio					
Request Closure						
🛃 Assign PI Proxy	Requested					
🏭 Assign Primary Contact						
Manage Guest List						
Copy Submission	History Documents Reviews					
💉 Send Email	Filter by 😢 Activity 💌 E					
Q View Linkages	Activity					
	Continuing Review CR2022000000					
(Safely - PROTOCOL)	Continuing Review Approved: CR202200					

Step 4

A pop-up window will open. Click the "..." to bring up a list of personnel that can be named as proxy. Choose a name and click "ok" at the bottom of the window. **NOTE**: if the person you would like to name as proxy is not listed here, it means they are not listed on the roster. Please see instructions for "How to Change Key Personnel".

Assign	PI Proxy				
A proxy Commit	r can perform PI ttee, or amendin	responsibilities on ya g the protocol or follo	our behalf su ow-on subm s to act as	ich as submitting the ission.	protocol to the Safety Click here for
		personnel			
	First Name	Last Name	En	nployer Title	that can be
	There are no i	tems to display			named as proxy
2. C	omments:				
	Select One or M	Nore Persons			
	Filter by First	•		Go Clear	Advanced
	Deselect All		4 1.3 of	3 🕨 🖬	
	First	Middle Name	Last	Organization	
	Margaret	Α.	Vizzard	Neurological Sciences	5
	Aubrie A. Clas Research Protections Office				Office
	🗆 Linda		Mei	Surgery	
			i 4 1-3 of	3 ▶ M	
	Perso	nnel listed he the protocol ro	re are fro oster.	m	OK Cancel

Step 5

Your new proxy will now be listed on the main page of the protocol.

