

Quick Guide

How to Designate, Update, or Remove a PI Proxy

This quick guide provides information about how to designate, update, or remove a Principal Investigator (PI) Proxy. A PI Proxy can submit the study to the IRB, submit clarifications requested, and submit modifications and continuing reviews. A PI Proxy also receives the Click system generated notifications that are sent to the PI. While more than one individual can be designated as a PI Proxy on a study, the PI Proxy designation is specific for each study.

WHO:

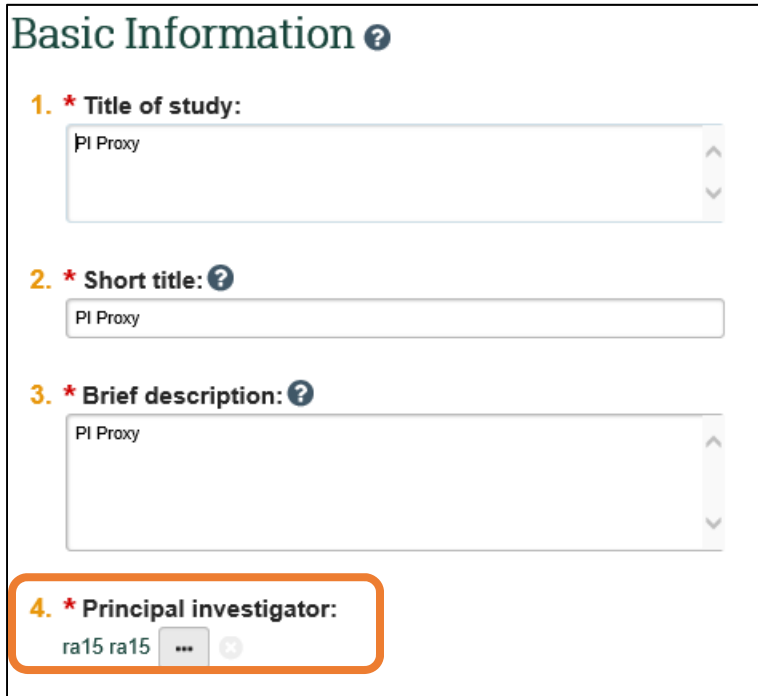
- Principal Investigators (PIs)
- Study Teams

WHEN:

- Designating, updating, or removing a PI Proxy.

HOW:**Designate a PI Proxy (Initial Study Submission)**

1. Create a new study submission and identify the PI on the “Basic Information” SmartForm page.



Basic Information ?

1. * **Title of study:**
PI Proxy
2. * **Short title:** ?
PI Proxy
3. * **Brief description:** ?
PI Proxy
4. * **Principal investigator:**
ra15 ra15 ... ?

NOTE:

- While any individual on the study team may create the study submission, only certain individuals may serve as PI on an IRB submission. See HRPP Manual Section 4-9, Designation as PI, for who can serve as PI on an IRB submission.

How to Designate, Update, or Remove a PI Proxy

- Identify key project personnel on the “Study Team Members” SmartForm page. Be sure to save this page if you intend to exit the submission. Once the study team is identified, the PI can then designate PI Proxy(ies).

Study Team Members

Identify each additional person responsible for the design, conduct, or reporting of the research and/or whose expertise is required to conduct the project: ?

	Full Name	Roles	Phone	Email	Involved in Consent	HRPP Training	GCP Training	GCP Expiration Date	Financial Interest in Study
<input type="checkbox"/> Update	ra11 ra11	Study Coordinator			yes				no
<input type="checkbox"/> Update	ra13 ra13	Project Personnel			yes				no
<input type="checkbox"/> Update	ra14 ra14	Co-investigator			yes				no

Alternate phone number for relevant study team member(s) (optional):

2. External team member information: ?

Name	Description
There are no items to display	

Note:

- See HRPP Manual 4-10, Designation as Key Project Personnel on Non-Exempt IRB Projects for who must be listed on non-exempt IRB projects.

- To designate PI Proxy(ies), the PI logs into Click and navigates to the study submission’s workspace (if they were not the individual creating the study submission).

Pre-Submission

Entered IRB:
Last updated: 3/20/2018 10:40 AM

Next Steps

STUDY00000423

PI Proxy

Principal investigator: ra15 ra15
Submission type: Initial Study
Primary contact: ra15 ra15
IRB coordinator:

IRB office: IRB 1

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graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IRB Review]
    C --> D[Post-Review]
    D --> E[Review Complete]
    B --> B1[Clarification Requested] --> B
    C --> C1[Clarification Requested] --> C
    D --> D1[Modifications Required] --> D
            
```

History

Activity	Author	Activity Date
Study Created	ra15, ra15	3/20/2018 10:39 AM

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4. The PI selects “Assign PI Proxy.” This activity is only visible to the PI and only the PI can perform the “Assign PI Proxy” activity.

STUDY00000423

PI Proxy

Principal investigator: ra15 ra15
 Submission type: Initial Study
 Primary contact: ra15 ra15
 IRB coordinator:

Next Steps

- Edit Study
- Printer Version
- View Differences
- Submit
- Add Related Grant
- Discard
- Assign PI Proxy**
- Add Comment
- msuKcIntegration

History | Funding/Training | Project Contacts | Documents | Snapshots

Filter: Activity [v] Enter text to search for [] Go + Add Filter x Clear All

Activity	Author
Study Created	ra15, ra15

5. The PI selects the individual(s) to act as PI Proxy by checking the box next to the individual(s) names. More than one individual may be designated as PI Proxy.

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.

Select study team members to act as proxy:

First Name	Last Name	Employer	Title
<input type="checkbox"/> ra11	ra11	UNIVERSITY	
<input type="checkbox"/> ra13	ra13	UNIVERSITY	
<input type="checkbox"/> ra14	ra14	UNIVERSITY	

OK Cancel

NOTE:

- While the PI Proxy can submit the study to the IRB, submit clarifications requested, and submit modifications and continuing reviews, the PI maintains the responsibility for oversight and conduct of the study and are responsible for all actions taken by the PI Proxy.

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- Once the individual is designated as PI Proxy, that individual can perform the actions of “Submit” and receive Click system generated notifications sent to the PI.

Update or Remove PI Proxy Designation

- The “Assign PI Proxy” action can be taken by the PI at any point in the study. To do so, the PI would access the study workspace, select “Assign PI Proxy,” and make the changes to the “Assign PI Proxy” list. To remove a PI Proxy, unselect the checked box next to that individual’s name.

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.

Select study team members to act as proxy:

First Name	Last Name	Employer	Title
<input type="checkbox"/> ra11	ra11	UNIVERSITY	
<input type="checkbox"/> ra13	ra13	UNIVERSITY	
<input checked="" type="checkbox"/> ra14	ra14	UNIVERSITY	

NOTE:

- Removing an individual as PI Proxy does not remove the individual from the study; to remove an individual from the Study Team, a MODIFICATION must be submitted.
- If a PI wants to designate a PI Proxy who was not listed in the initial study submission, a MODIFICATION would need to be submitted to add the individual to the study. Only after the MODIFICATION is approved may the PI then designate the new individual as PI Proxy.
- The “Assign PI Proxy” activity is only available on the STUDY workspace; it is not available on a MODIFICATION or CONTINUING REVIEW workspace. The PI must navigate to the main STUDY workspace to perform the “Assign PI Proxy” activity.