Assigning a PI Proxy

Quick Reference Guide

Principal Investigators

A PI Proxy is a study team member designated to perform certain PI responsibilities on behalf of the Principal Investigator (PI). **Assigning a PI Proxy is a two-step process:** first, the individual is added to the study team and given the PI Proxy role in the SmartForm (application); second, the PI assigns that individual as a PI Proxy from the Study Workspace.

Before You Begin: Determine Where to Start

1 **If you are creating an initial study:**

Begin with **Step 1** of this guide to add the individual to the study team and select the PI Proxy role. Then continue through the remaining steps to complete the assignment.

2 **If your study is already approved AND the individual is listed as a study team member in MyUABResearch:**

Begin with **Step 3** of this guide to assign the individual as a PI Proxy from the Study Workspace.

3 **If your study is already approved and the individual is NOT listed as a study team member in MyUABResearch:**

You must first **submit a modification** to add the individual to the study team and select the PI Proxy role. Follow the appropriate job aid:

- **Create and Submit a Modification –** For studies approved or found in myUABResearch.
- **Submit a Modification for a Non-Migrated Exempt Study –** For applicable studies approved in the previous system that were not migrated into myUABResearch.

Once the modification is approved, return to this guide and begin with **Step 3** to complete the PI Proxy assignment.

4 **For PI Proxy assignments across multiple studies, Research Technology and Communication (RTC) can centrally assign PI Proxy access, eliminating the need to assign access individually to each study.**

To request PI Proxy access: Click Submit an IT Ticket to request central PI Proxy assignment.

Include the following information in your request:

- **Principal Investigator (PI):** Full name and BlazerID.
- **Requested PI Proxy:** Full name and BlazerID.

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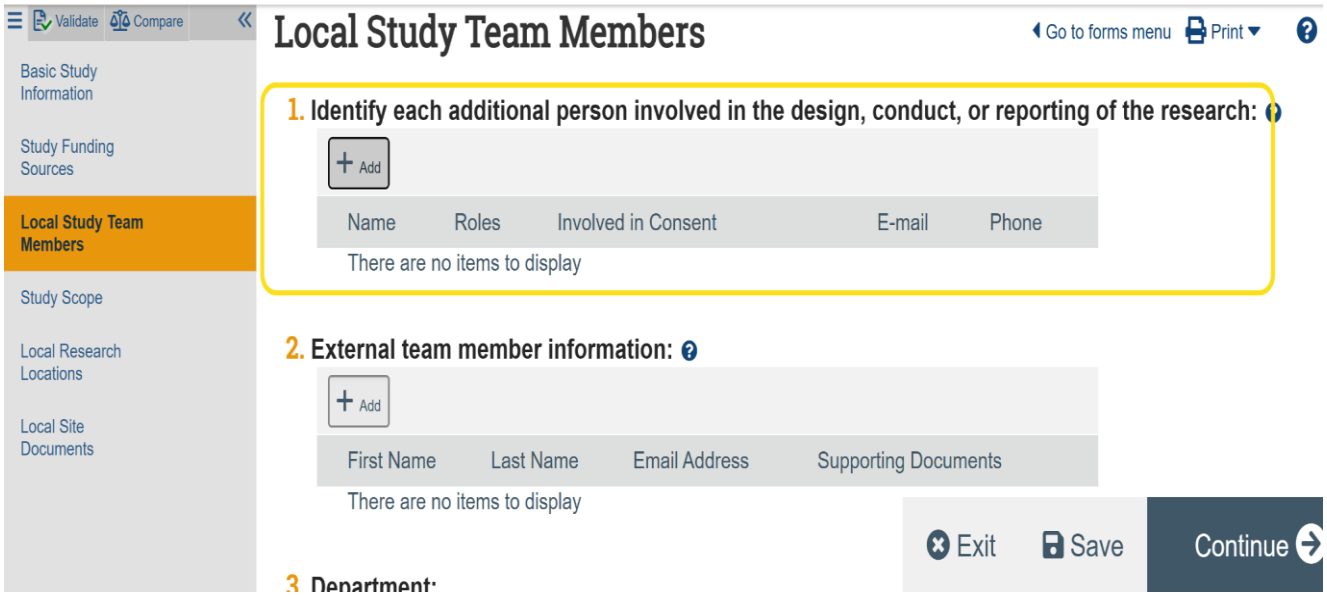
- **Request Details:** Indicate that you are requesting central PI Proxy assignment for IRB submissions in myUABResearch.

Once RTC completes the assignment:

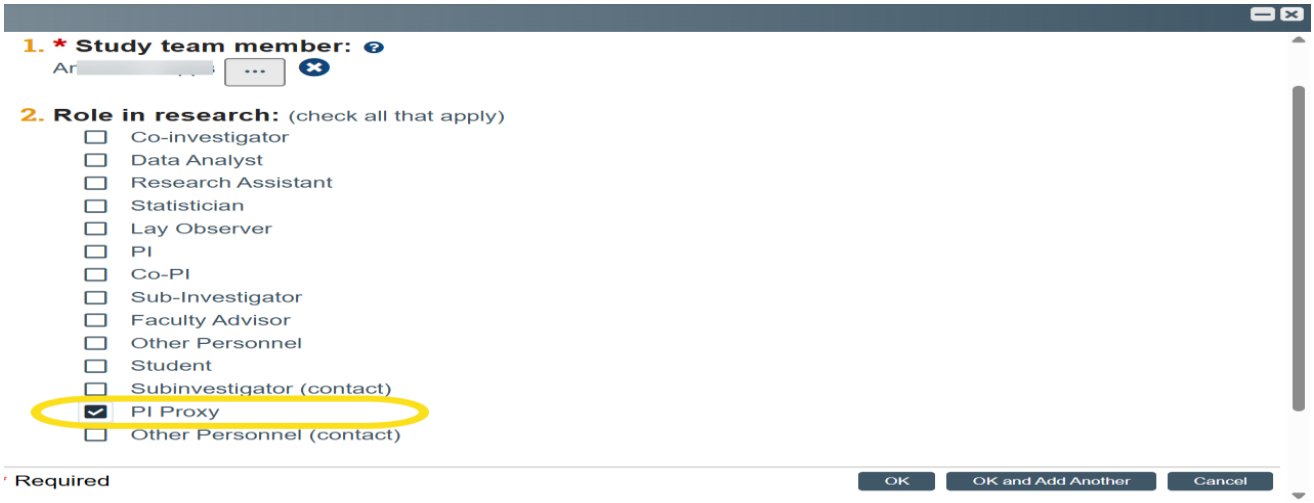
- The PI Proxy will be added to existing IRB submissions overnight.
- The PI Proxy will automatically be added to new IRB submissions.

Note: If requesting central PI Proxy assignment through an IT ticket, you do not need to complete Steps 1–5 of this job aid. RTC will complete the assignment on your behalf.

1 When creating or editing a study, complete the SmartForm (application) as usual. On the Local Study Team Members page, select Add to add the individual who will serve as the PI Proxy.



2 Select the individual as the Study team member. Under Role in research, select PI Proxy, along with any other applicable study roles. Select OK, then continue completing the SmartForm as appropriate.

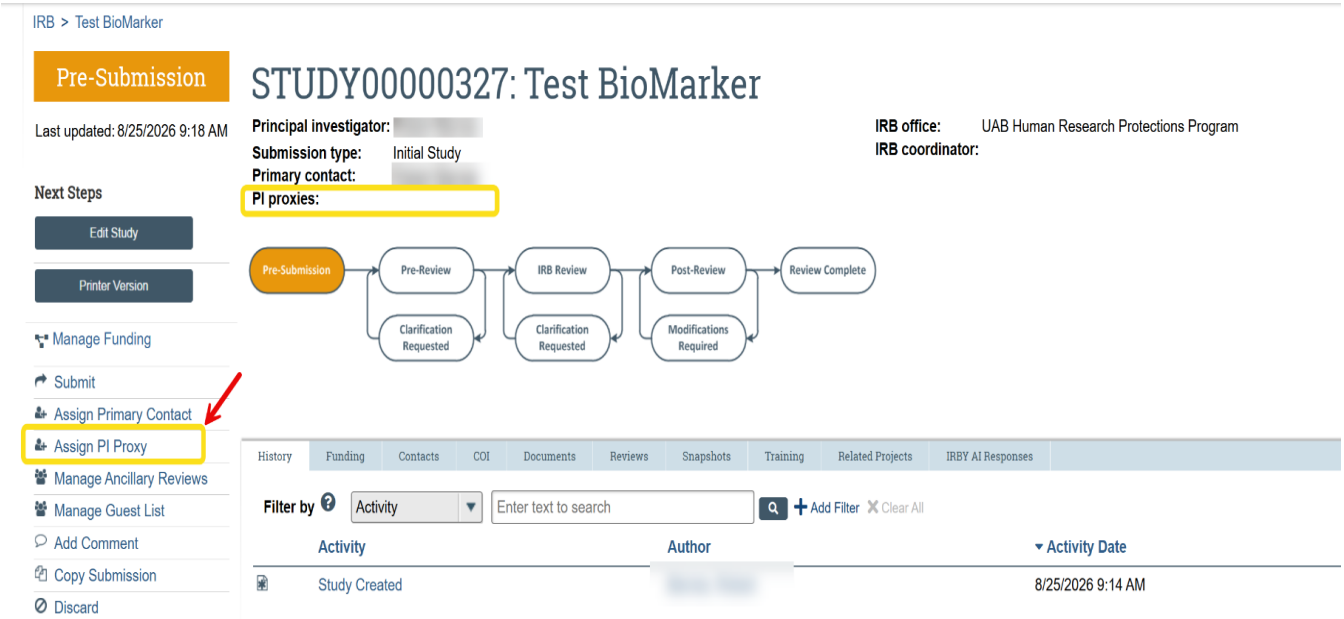


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3 Once the individual has been added to the study team (either through the initial study application or an approved modification), or if the individual is already listed as a study team member, navigate to the **Study Workspace**.

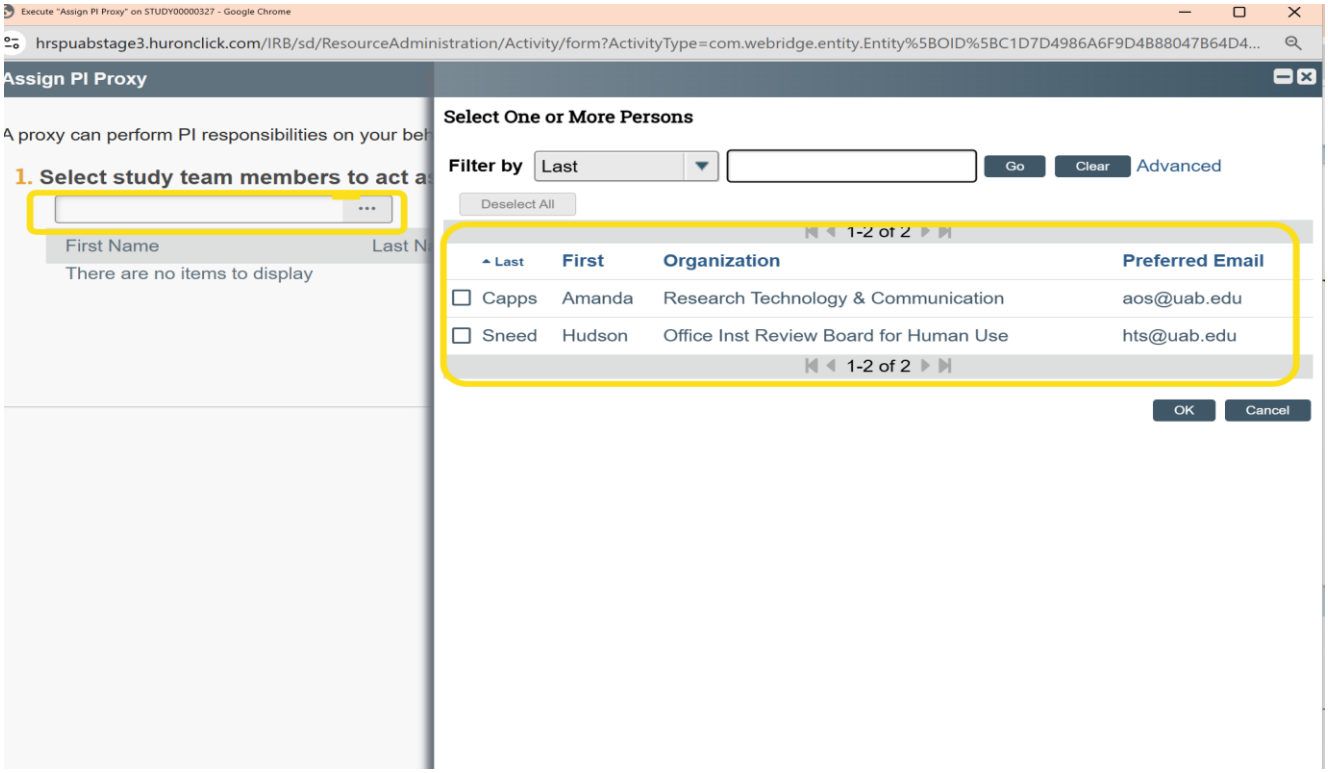
From the activities menu on the left, select **Assign PI Proxy** to begin the assignment.

Note: Only the Principal Investigator can complete this action.



4 On the Assign PI Proxy form, select the three dots (...) to choose the study team member who will serve as the PI Proxy. Select the checkbox next to the appropriate individual, select OK, and complete the Assign PI Proxy activity to save the assignment.

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Important: If the intended individual does not appear, return to the SmartForm (application) and confirm that the person is listed under Local Study Team Members.

5 When the Study Workspace refreshes, confirm that the individual's name appears next to PI proxies. The History will also display PI Proxies updated. The PI Proxy assignment is now complete.

