Research & Partnerships How to Add and Remove a PI Proxy in eIRB

A PI Proxy is someone designated by the PI who can submit on the PI's behalf in eIRB.

- The PI Proxy must be assigned by the PI; a Proxy can't add another Proxy.
- Only individuals listed as Study Team Members in eIRB can be selected as a PI Proxy.
- There can be multiple PI Proxies for each study.

To ADD a Proxy, the PI needs to follow these steps:

- 1. Log into eIRB and navigate to the study workspace.
- 2. From the study workspace, click Assign PI Proxy on the left-hand side.

Ne	ext Steps						
	Edit Study						
	Printer Version						
→	Submit Response						
2+	Assign Primary Contact						
2+	Assign PI Proxy						

3. Under Question 1, click the ellipses (three dots) to select the PI Proxy and then click **OK** to add. Check the box next to whomever should be delegated as a Proxy.

Assign	PI Proxy						
A proxy can perform PI responsibilities on your behalf, su 1. Select study team members to act as pr		Select C)ne or Mo	re Persons			
		Filter by	Last	•	Go	Clear Advanced	
		•••	Desel	lect All			
	First Name	Last Na				I < 1-2 of 2 ► I	
	There are no items to display		▲ Las	t	First	Organization	Preferred Email
						Human Subjects Protection Prgm	hcm-testmail@list.arizona.edu
						Human Subjects Protection Prgm	hcm-testmail@list.arizona.edu
		- 1				I ≤ 1-2 of 2 ► I	
							OK Cancel



To REMOVE a Proxy, the PI must:

1. Click the **X** on the right-hand side of the individual to be removed and then click **OK**.

Assign Pl 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.

1. Select study team members to act as proxy:

First Name	Last Name	Department	
		University	Click the X to remove Proxy
			Click OK when done
			OK Cancel