



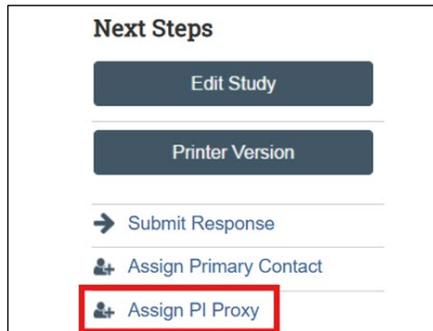
How to Add and Remove a PI Proxy in eIRB

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

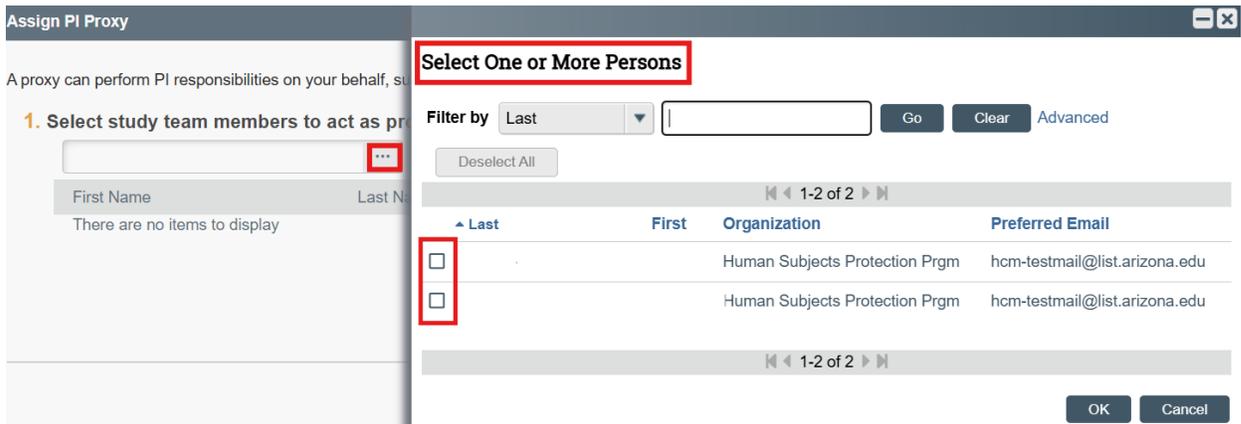
- The PI Proxy must be assigned by the PI; a Proxy can't add another Proxy.
- Only individuals listed as Study Team Members in eIRB can be selected as a PI Proxy.
- There can be multiple PI Proxies for each study.

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.



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.





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 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.

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

