ASSIGNING A PI PROXY

Contents:

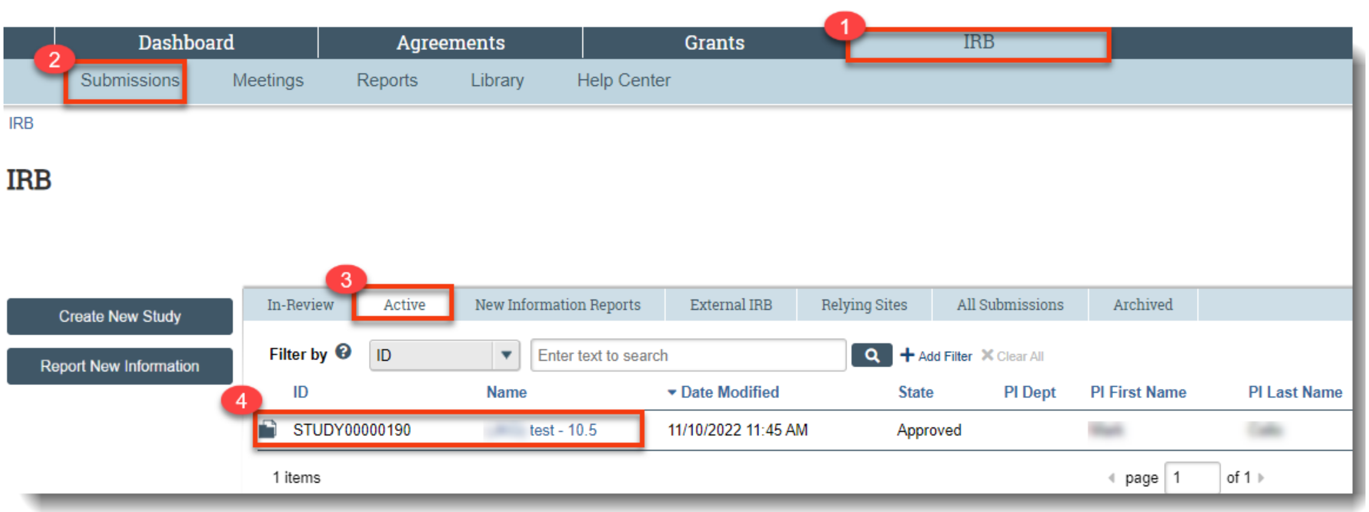
Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

*Please **do not** use Microsoft Internet Explorer or Microsoft Edge*

When you log in with your Brown credentials, your landing page will be your Dashboard.

Assigning a PI Proxy from an Active Study

Step	Action to be Taken with Screenshot
1	1. Navigate to the **IRB** workspace, 2. Select **Submissions** tab, 3. Select **Active** tab, 4. Click on the **folder symbol (** **)** or the **Name** of the submission to open.



<table>
<tr>
<td>2</td>
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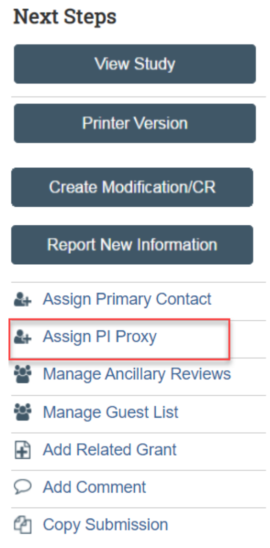
- Select **Assign PI Proxy**



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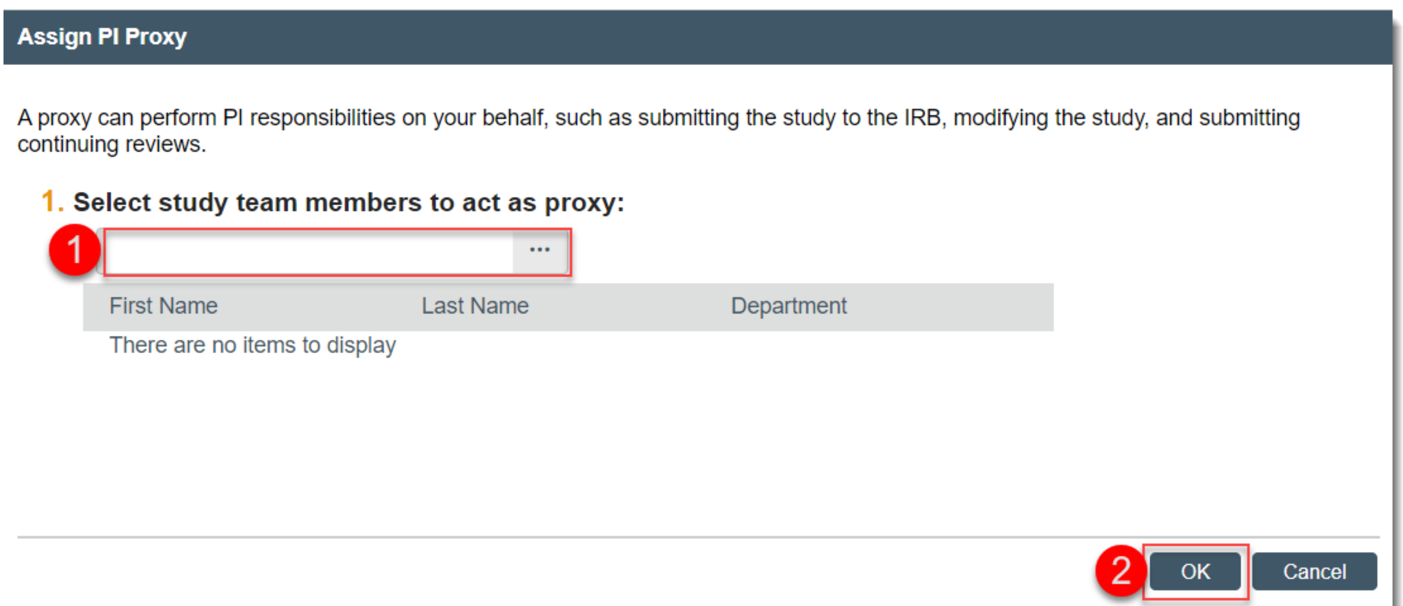
A pop-up window appears

1. Either type in the proxy's name or click on the **…** to find the individual from the drop-down list
2. Click **OK** to save



- *Note: The top of the study record will now populate with the proxy name under PI Proxies as a confirmation*

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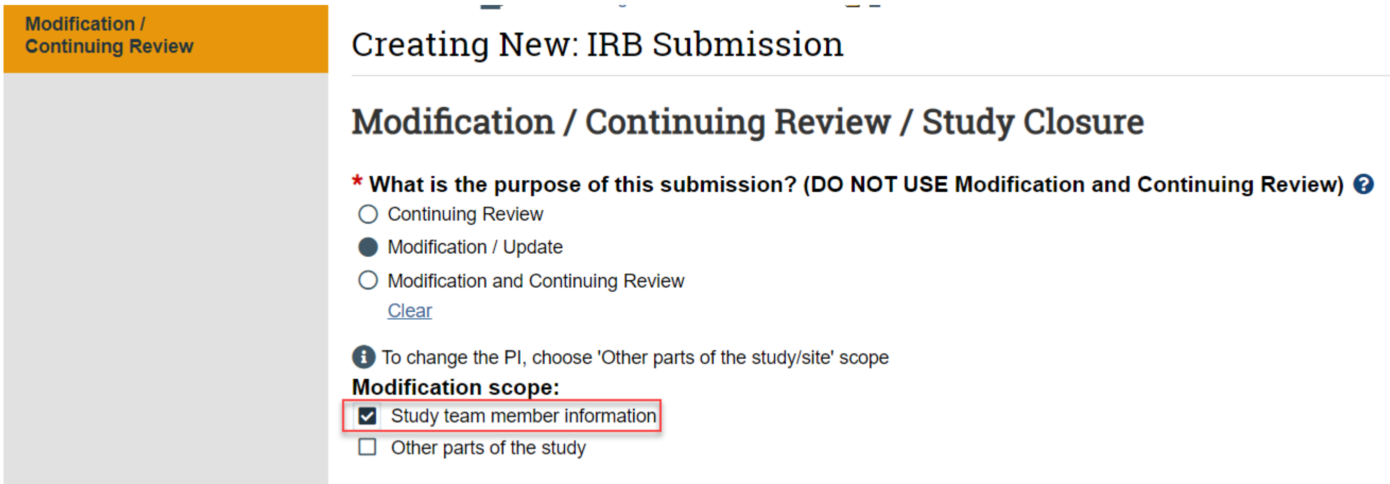
<table>
<tr><th colspan="2">Assigning a PI Proxy at time of Modification / Update</th></tr>
<tr><td>1</td><td>

If new study team members are to be added at the time of a modification request / study update, and one or more are to be a PI Proxy, then during the modification / update:

Choose **Study Team Member Information** (as your only option or in addition to the other option available depending on the type of changes being made to your active study).



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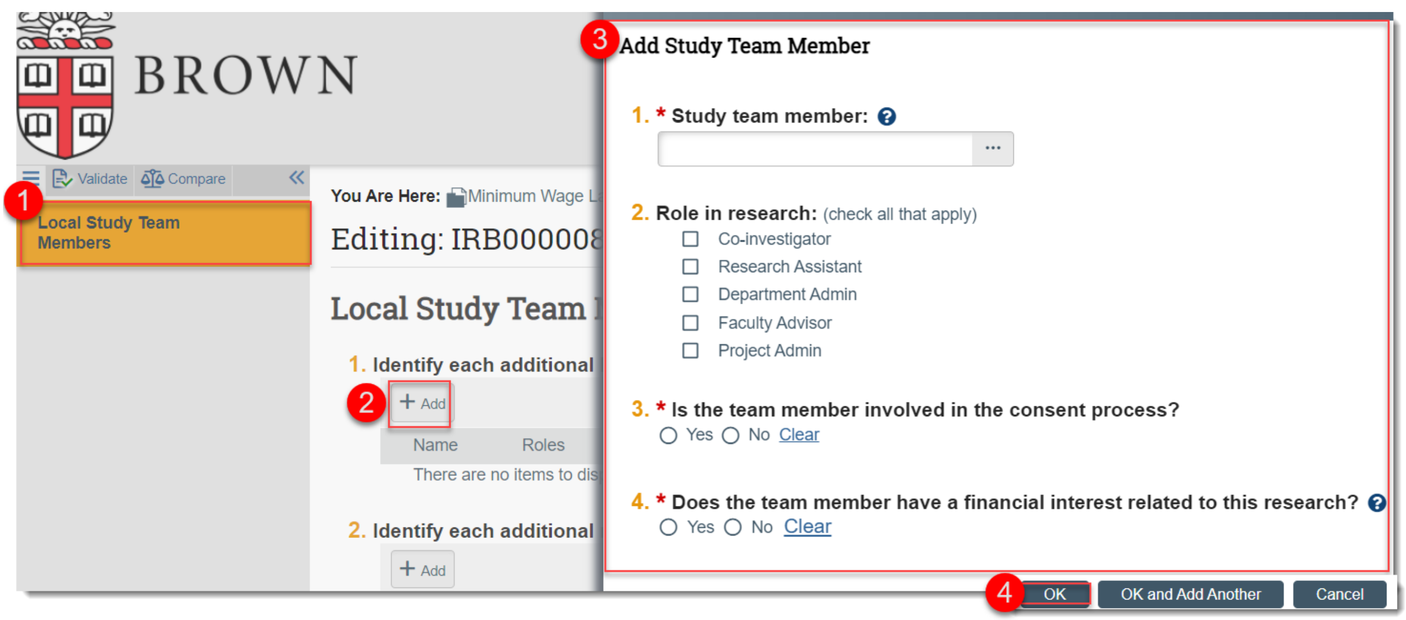
1. Navigate to the **Local Study Team Members** page
2. Click on **+Add**
3. Complete the **Add Study Team Member** required questions
4. Click **OK** to save



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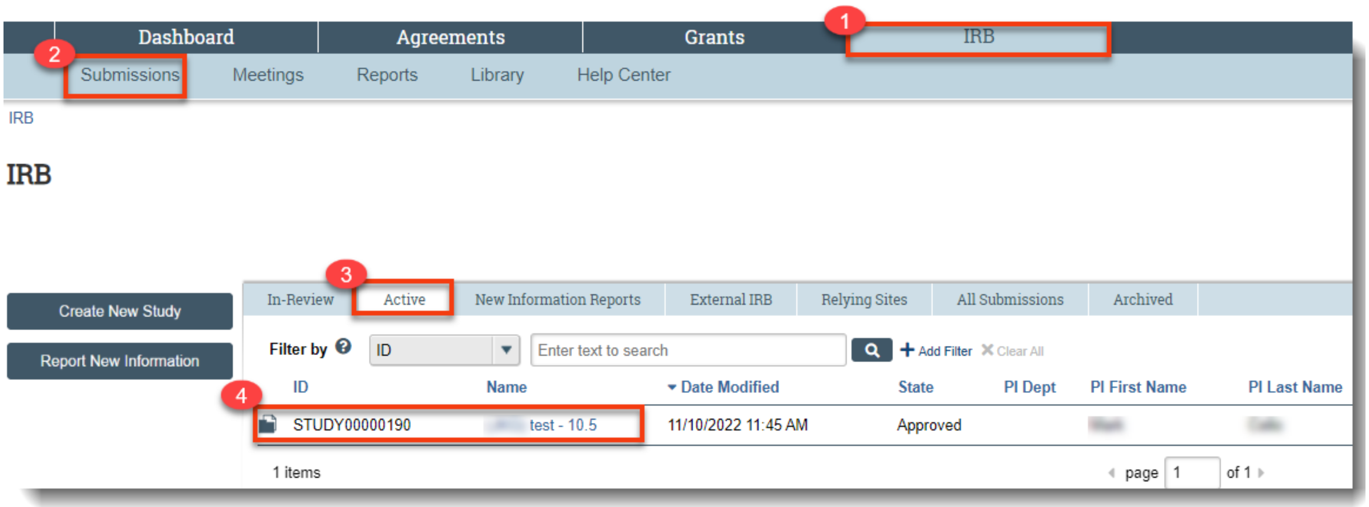
Once the modification request is reviewed and approved by either the HRPP or IRB, then:

1. Navigate to the **IRB** workspace,
2. Select **Submissions** tab,
3. Select **Active** tab,
4. Click on the **folder symbol ( )** or the **Name** of the submission to open.



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<td>4</td>
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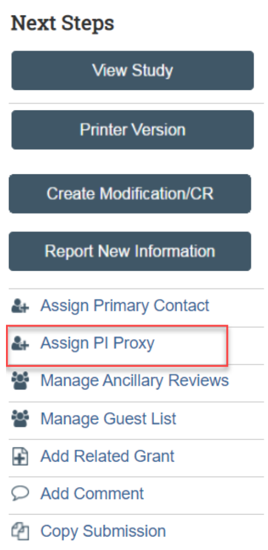
- Select **Assign PI Proxy**



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</table>

5

A pop-up window appears

1. Either type in the proxy's name or click on the **…** to find the individual from the drop-down list
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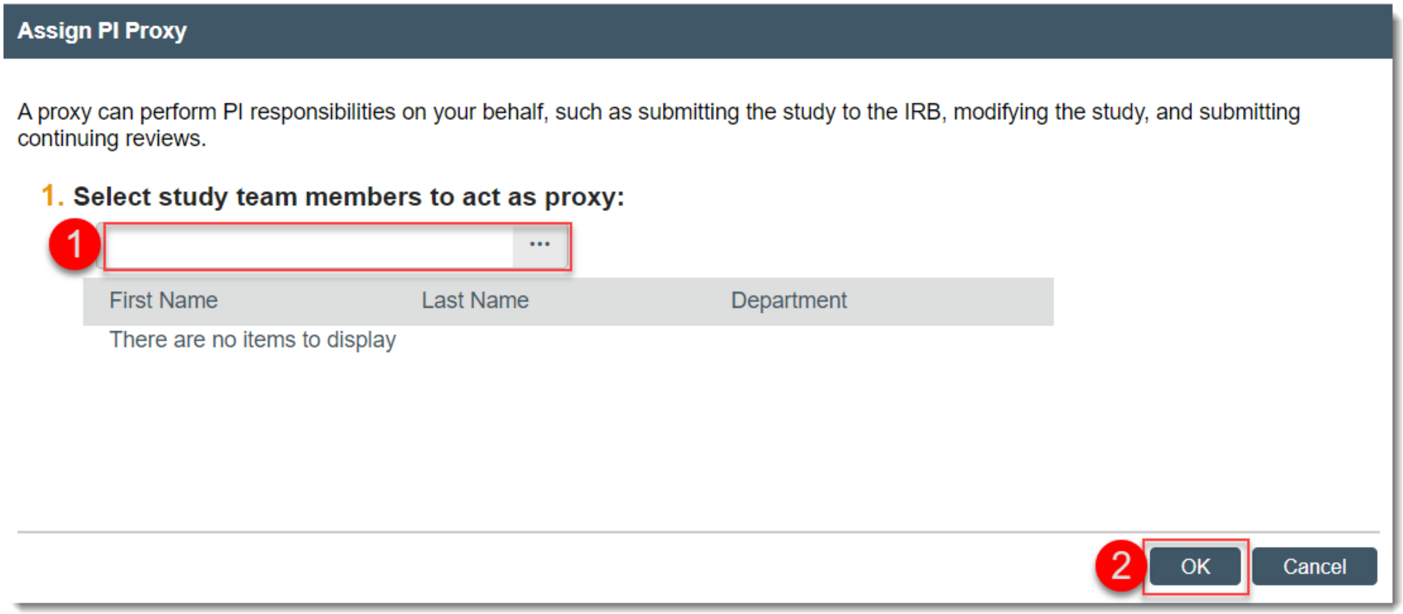

- *Note: The top of the study record will now populate with the proxy name under PI Proxies as a confirmation*