

## Submitting Applications by Proxy

PIs can allow administrative staff members submit on their behalf by authorizing one or more proxies in CompetitionSpace. The named proxy will enter CompetitionSpace under his or her own login to submit for a specific PI, so there will be no need for a PI to share login information. A PI can also designate one Proxy to manage the list of Proxies.

For the PI to name a proxy who can submit to CompetitionSpace on his or her behalf:

1. The PI must log into [CompetitionSpace](#).
2. Access User Profile by clicking on PI's name in the upper right-hand corner of the screen. . Information completed here will pre-populate on all of their applications.
3. Under the heading "Designate an Applicant Proxy" in the middle of the User Profile page, select the Add Proxy button.
4. Add Proxy. The PI can name multiple proxies or one proxy to manage the list of proxies.
5. Save Changes.