



Submitting as PI Proxy

Walk-through for Researchers & End Users

Student Researchers, Lab Coordinators, and users without PI Eligibility

Stay updated and in touch:

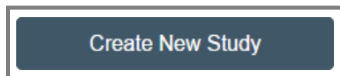
research.utexas.edu/eraproject

era@austin.utexas.edu

ut.researchsuite@utlists.utexas.edu

In **UT Research Management Suite – IRB**, only users with **PI** or **PI Proxy** status may submit a study. See the IRB office's **PI Eligibility** table for titles eligible; users eligible should appear in the **PI picklist**. Once a record is created, the named **PI of record** may assign **PI Proxy** status to a named member of the **Local Study Team**. A user assigned **PI Proxy** status on a record may then act as the **effective PI** for that record—track the submission, respond to clarification requests, initiate modifications, and more.

1. Researcher or contact creates a study with eligible Principal Investigator of record, including themselves as Study Team Member with appropriate role



To prepare a new study submission, select **Create a New Study** from either the shortcut buttons appearing on the left-hand side of either the Dashboard or the IRB module's Submissions sub-tab (the IRB Workspace). For guidance on study creation, you can:



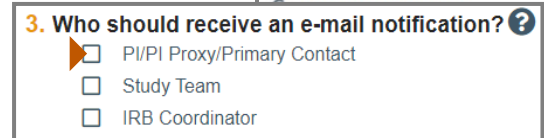
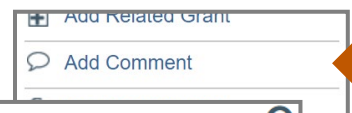
- (1) follow the self-guided *Create a New Study* walk-through by clicking on the **Get Help** button at the center top of the screen within the Suite; or
- (2) refer to a quick summary with notes and annotations available on the IRB [website](#).

2. Researcher or contact informs PI that study is ready for their review

Once drafted with the faculty supervisor named PI of record, the new study should appear in the supervisor's My Inbox. However, you may also wish to contact your PI to request review. The **Add Comment** activity can be leveraged to do so within the system:

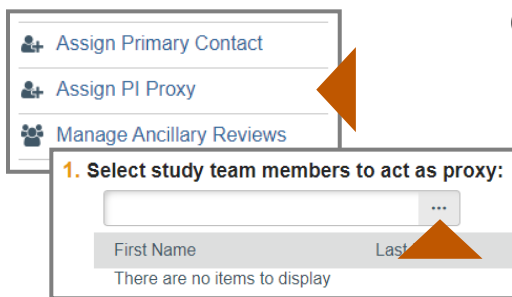
select the **PI/PI Proxy/Primary Contact** checkbox for question 3 to issue an email notification (with link to study embedded) to the named faculty sponsor.

You can certainly email your PI outside **UTRMS-IRB** instead; when doing so, take care to include a link to the Record Workspace or reference the ID Number (STUDY00--) for ease of identification.



3. PI reviews study and, upon approval, designates researcher or contact PI Proxy

- (1) First, navigate to the draft study's Record Workspace, either by clicking the link embedded in an email or selecting the appropriate Study ID. Review the study details by clicking **Printer Version** or **Edit Study** in the left-side Next Steps sidebar. Make any changes needed to the SmartForms within Edit Study.



- (2) Second, click **Assign PI Proxy/ies** in the activity section of the Study Record Workspace. This will open a pop-up window where you can select another study staff user to assume PI permissions & complete the submission. The proxy must be identified in the first question of the Local Study Team Members page of your study submission.

In the window, you may either (a) type the appropriate name then choose from the autofill results, or (b, recommended) click the ellipsis (...) button to display a list of study team members then check the appropriate box before clicking **OK**. Once the appropriate researcher or contact has been selected, click **OK**.

If needed, multiple PI Proxies may be selected/designated.

Note: this does not complete the study submission process; the study will still be in Pre-Review State.

4. Researcher or contact submits their study as PI Proxy

To launch the review workflow, click the **Submit** activity in the left-side Next Steps sidebar of the Study Record Workspace.

The system will run a validation check and you will be asked to attest that you have obtained the financial interest status and agreement to role of each research staff, and will conduct the research in accordance with *HRP-103 – Investigator Manual*. Click **OK**.



You may now track the submission, respond to clarification requests, and more, as the effective PI of the record!