UT Health San Antonio | Enterprise Research Management System (ERMS)

PI Proxy FAQ

1 **Q** – What is a PI Proxy?

A – A PI Proxy can perform PI responsibilities on behalf of the PI, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

2 **Q** – Can there be more than one PI Proxy?

A – Yes, multiple individuals can be assigned this role.

3 **Q** – Who can assign a PI Proxy?

A – The PI.

4 **Q** – When can a PI Proxy be added?

A – A PI Proxy can be added during the **Pre-Review** phase AND during the **Review Complete** phase.

5 **Q** – Does the PI Proxy have to be a Study Team Member?

A – Yes, in order for an individual to be a PI Proxy, **they must first be a Local Study Team Member.**

Please contact IRB@uthscsa.edu or IRBReliance@uthscsa.edu for departments who require assistance assigning a PI Proxy when supporting multiple investigators.

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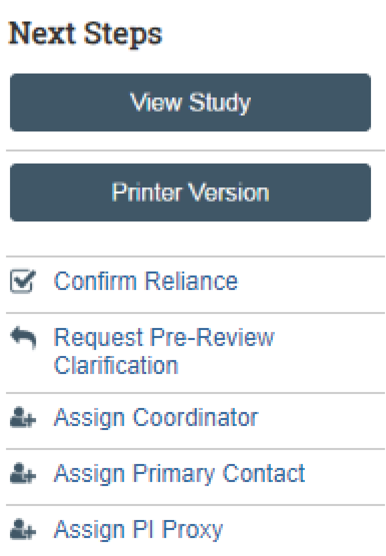
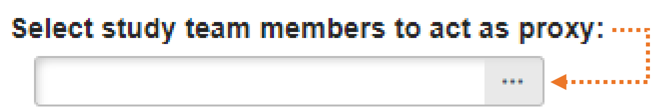
Adding a PI Proxy

To assign a PI Proxy, the desired personnel must first be listed on the **Local Study Team Members** page. If an individual is not on the Local Study Team Members page, please see Quick Guide - Modification (UT IRB) or Quick Guide - Modification (External IRB) on how to add the individual.

Only the PI can assign a PI Proxy.

1. To assign a PI Proxy, the **PI** must first log into ERMS IRB.
2. Navigate to the study.
3. On the study, the following option will be present on the lefthand side of the page:



4. 

5. Once the desired personnel is chosen, select OK.

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