

## REQUEST PI PROXY

Principal Investigator (PI) Proxy is a short-term arrangement that permits a study team member to execute activities on behalf of the PI. Requests are approved by the REB and will only be considered when there are extenuating circumstances that prevent the PI from executing their responsibilities within IRISS.

PI Proxy is only granted for a short term, i.e., 2 weeks or until a request is approved (e.g., renewal). At this time only Co-Investigators will be approved to act on behalf of the PI (not Coordinators, Student Co- Investigators, Medical Residents, etc.).

PI Proxy is available in every state except Pre-Submission and can be requested by anyone on the study team. The activity is found under “My Activities” when logged into the study:

**Current State**

Approved

View Study

Printer Version

View Differences

View SmartForm Progress

Create a Modification

Request Closure

Create Reportable Event

**My Activities**

- Send Email to Study Team
- Edit Participate in Research External Post
- Study Team Training Certificates
- Manage My Funding
- Update Study Team
- Log Comment to REB Admin
- Copy
- Request PI Proxy

REB Certification File: Test account- Study title here (REB18-1380)

<b>Formal Title:</b> Test study title - long title placeholder	<b>Legacy File Number:</b>
<b>Submission Type:</b> Faculty/Staff Research	
<b>Principal Investigator:</b> Test Test	<b>Approving Board:</b> CHREB
<b>Primary Admin Contact(s):</b> Amala Jose Test Test	<b>Certificate of Approval:</b> View
<b>Original Approval Date:</b> August 22, 2018	<b>Letter of Approval:</b> View
<b>Last Approval Date:</b> September 18, 2018	<b>Expiration Date:</b> November 30, 2018

**History**

Activity	Author	Activity Date
Renewal Completed	Krecsy, Ashley Cassandra	2018-09-25 3:10 PM
Renewal Completed - REB18-1380_REN3 : Approved		
Renewal Opened	Jose, Amala Mary	2018-09-25 2:31 PM
Renewal opened - REB18-1380_REN3		
Renewal Completed	Jose, Amala Mary	2018-09-25 2:30 PM
Renewal Completed - REB18-1380_REN2 : Approved		
Renewal Opened	Test, Test	2018-09-25 2:19 PM
Renewal opened - REB18-1380_REN2		
Renewal Completed	Jose, Amala Mary	2018-09-25 2:17 PM
Renewal Completed - REB18-1380_REN1 : Approved		
Renewal Opened	Jose, Amala Mary	2018-09-25 2:13 PM
Renewal opened - REB18-1380_REN1		
Renewal Deadline Reminder Sent	Administrator, System	2018-09-05 5:08 AM
Renewal Deadline Reminder Sent	Administrator, System	2018-08-28 5:06 AM

Co-Investigators are found under the first section under question 5 on the Study Identification SmartForm page. Studies typically have several Co-Investigators, so please make sure you indicate who you want to act as the proxy during the PI's absence.

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5.0 Co-Investigators: can edit the application but do not receive system notifications:

Profile	Last	First	Department	E-Mail	Phone
There are no items to display					

Study Team: Student, Medical Resident, Post Doctoral Fellow Co-Investigators: can edit the application and will receive all system notifications for this study:

Profile	Last	First	Department	E-Mail	Phone	Status
There are no items to display						

6.0 Study Coordinator(s), Research Nurse or Research Assistant(s): can edit the application and will receive all system notifications for this study:

Profile	Last	First	Department	E-Mail	Phone	Status
00010857	Test	Test		test@ucalgary.ca	403-210-1234	University Staff

7.0 External Collaborator(s): List any other people who need access to information contained in this study:

Last Name	First Name	Phone Number	Email	Role on Study	Other Role on Study
There are no items to display					

When the request is submitted the REB Administrator assigned to your study will provide a response to the request. If granted, the Co-Investigator will receive all system notifications and can perform any activity that is normally restricted to the PI.

## FAQs

➤ **Q: What are some examples of extenuating circumstances?**

➤ **A:** The Principal Investigator is on vacation or ill and is not able to action studies in IRISS for a short term period.

➤ **Q: The PI is on sabbatical for six months, is this an extenuating circumstance?**

➤ **A:** No, a formal modification to change the PI needs to be submitted.

➤ **Q: We haven't yet submitted the ethics application and a Co-Investigator would like to submit because the PI is out of town, can we do this?**

➤ **A:** No, if the application is not yet submitted, it is in the Pre-Submission state. This is the only state in which PI Proxy is not available.

➤ **Q: When PI Proxy is approved and we submit a renewal, does it change the name of the PI to the person who was granted PI Proxy?**

➤ **A:** No, the correspondence stays under the PI's name.

➤ **Q: Do we have to submit something to remove the PI Proxy?**

➤ **A:** No, once the short-term activity is complete, the PI Proxy will be removed by the REB Administrator.

➤ **Q: How do I know what state the study is in?**

➤ **A:** When you are in the study, the state is written in the yellow box, in the top left corner.