University Hospitals
Clinical Research Center

IRB ADMINISTRATION OFFICE
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FAQs about PI Proxy

1) What is a PI Proxy?

   A PI proxy is an individual listed on the study's personnel table who has the ability to submit modifications, continuing reviews, study closures, and responses to clarifications to the IRB on behalf of the PI.

2) Is a PI proxy the same thing as a Primary Contact?

   No. A **PI proxy** can submit to the IRB after initial approval and must be assigned by the PI. A **Primary Contact** can create submissions, but does not have the ability to submit to the IRB.

   Anyone can assign Primary Contacts. Both PI proxies and Primary Contacts receive email notifications from SpartaIRB.

3) Who can be PI proxy?

   Anyone who is approved on the study's personnel table can be assigned as the PI proxy.

4) How many people can be PI proxy?

   There is no limit to the number of individuals who can be assigned as the PI proxy.

5) Who can assign a PI proxy?

   Only the Principal Investigator of the study can assign a PI proxy.

6) How do I assign PI proxy? Do I have to submit a modification to assign a PI proxy?

   In SpartaIRB, there is an "Assign PI Proxy" button. The PI can then select anyone from the study table and instantly assign them as a PI.

   Please note that the PI must assign the PI proxy from the study's main workspace. The "Assign PI Proxy" button is not available from Modification or Continuing Review workspaces.

7) When should I assign a PI proxy?

   While the PI can assign a PI proxy at any time, it is suggested that the PI do it on a new study after department review is complete and the study is ready to be submitted to the IRB.

8) My study is in pre-submission, but I do not have a "Submit button." How do I submit to the IRB?

   Only the PI can submit a new study to the IRB. For follow-on submissions, you will need to either:
   1. have the PI submit to the IRB
   2. have the PI proxy submit to the IRB, or
   3. have the PI assign you as the PI proxy so you can submit.

Contact the IRB Administration Office for additional guidance at 216-844-1529