

## Primary Contacts and PI Proxies – Quick Reference

**Primary Contact.** The person who will act as the study's main point of contact for communications with the IRB. When the RCS communicates a decision or requires action by the study staff, the primary contact receives notifications in addition to the principal investigator and PI proxy(ies). The Primary Contact may initiate submissions to the IRB (e.g., Modifications and Continuing Reviews) and edit submissions. However, the Primary Contact cannot submit on behalf of the PI unless they are also listed as a PI Proxy. *There can only be one primary contact listed on each study.*

**PI Proxy(ies).** PI proxy(ies) may act on behalf of the Principal Investigator (PI) of the study. PI proxy(ies) may submit a study for initial review, modify the study, or submit for continuing review. *The PI may assign more than one proxy, but all proxies must be listed as team members within the study.*

- To be assigned as the Primary Contact, it is not required that the individual be listed on the study. *However*, if the Primary Contact participates in human subjects research, they must also be listed as a [UO study team member](#).
- To be assigned as a PI Proxy, it is required that the individual be listed as a [UO study team member](#).
- After initial approval, PI proxies can only be selected from individuals previously approved (i.e., if adding a study team member via a modification, that individual can only be selected to be a PI Proxy *after* the modification has been approved).
- Only the IRB Coordinator (RCS Staff) and the Principal Investigator (PI) can assign/change PI Proxies.
- The Primary Contact and PI Proxies can be assigned/changed at any time, this does not require a modification.
- To assign or change the Primary Contact/PI Proxy:
  - **You must be in the parent study.** If you are in a Modification or Continuing Review submission, click on the hyperlink to the parent study at the top of the workspace.
  - Choose "Assign Primary Contact" or "Assign PI Proxy" from the left menu on the study workspace. A pop-up window will appear.
  - Select the individual you wish to be Primary Contact/PI Proxy.
  - Select "OK" at the bottom right side.

### Next Steps

View Study

Printer Version

Create Modification/CR

Report New Information


 [Assign Primary Contact](#)

 [Assign PI Proxy](#)

 [Manage Ancillary Reviews](#)

 [Manage Guest List](#)

 [Add Comment](#)

 [Copy Submission](#)