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), if assigned. If the primary contact is also engaged in the research, they must be listed as a team member within the study. There can only be one primary contact listed on each study.

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

- Only the IRB Coordinator (RCS Staff), the PI, and PI Proxy(ies) can assign/change PI Proxy(ies).
- PI Proxy(ies) or Primary Contact and PI Proxy(ies) can be assigned/changed at any time, this does not require a modification.
- To assign or change the Primary Contact/PI Proxy:
  - Choose the applicable option from the left menu on the study workspace. A pop-up window will appear.
  - Select the 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