

Create Principal Investigator Proxy

PRINCIPAL INVESTIGATOR PROXY

Principal Investigator (PI) Proxy is a short term arrangement that permits a Co-Investigator of a study to execute activities on behalf of the Principal Investigator.

Requests are approved by HREBA and will only be considered when there are well justified circumstances that prevent PIs from executing their responsibilities within IRISS. A PI Proxy will only be granted for a short term period (e.g. 2 weeks) or until an executed request is approved (e.g. renewal).

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 workspace:



The Co-Investigators that can execute activities on **behalf** of the PI are located in section 5 on the “Study Staff, Funding, Location - *Study Identification*” SmartForm page. Studies typically have several Co-Investigators, please make sure to indicate who will act as the proxy during the PI’s absence.

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

Profile	Last	First	Dept	E-Mail	Phone	Cell
[Add]						

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

Profile	Last	First	Dept	E-Mail	Phone	Cell	Status
[Add]							

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

Last	First	E-Mail	Phone	Cell
[Add]				
There are no items to display				

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
[Add]					
There are no items to display					

When a request is submitted, HREBA administrators 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.

FREQUENTLY ASKED QUESTIONS

1. What are examples of circumstances where a proxy would be requested?

Circumstances would include a vacation or an extended illness.

2. The PI is on sabbatical for six months, would this be considered a circumstance whereby there is a need to request a PI Proxy?

No, this would not be considered circumstance where one should request a PI Proxy. For this instance, a formal modification to change the PI needs to be submitted.

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- 3. We have not yet submitted the ethics application and a Co-Investigator would like to submit because the PI is out of town, can we do this?**

No, if the application is not yet submitted, it is in pre-submission. This is the only state that PI proxy is not available.

- 4. When PI Proxy is approved and we submit for example a renewal, does it change the name on the correspondence to the person who was granted PI Proxy?**

No the correspondence stays in the name of the PI.

- 5. Do we have to make a submission to remove the PI Proxy?**

No, once the short term activity is complete, the PI Proxy will be removed by a HREBA administrator.

- 6. How do I know what state the study is in?**

When you are in the study workspace, the state is indicated in the yellow box in the top left corner.

QUESTIONS?

General Inquiries: info@hreba.ca

Technical “how to” Inquiries: iriss.support@ucalgary.ca