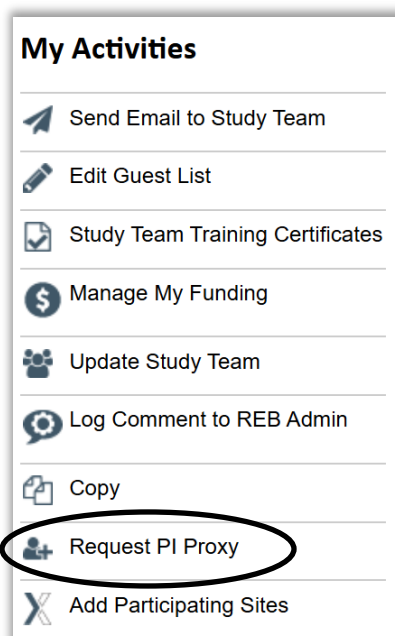


REQUEST PI PROXY

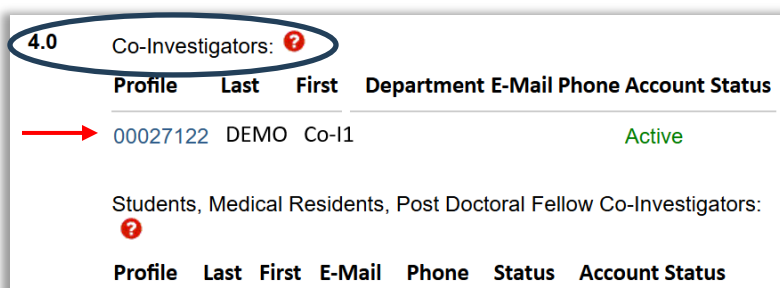
Principal Investigator (PI) Proxy is a short-term arrangement that permits a study team member to execute activities on behalf of the PI. Requests are approved by the REB and will only be considered when there are extenuating circumstances that prevent the PI from executing their responsibilities within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



Co-Investigators are found under the first section of question 4.0 on the Study Identification page of the ethics application form. 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.



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 cannot 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.