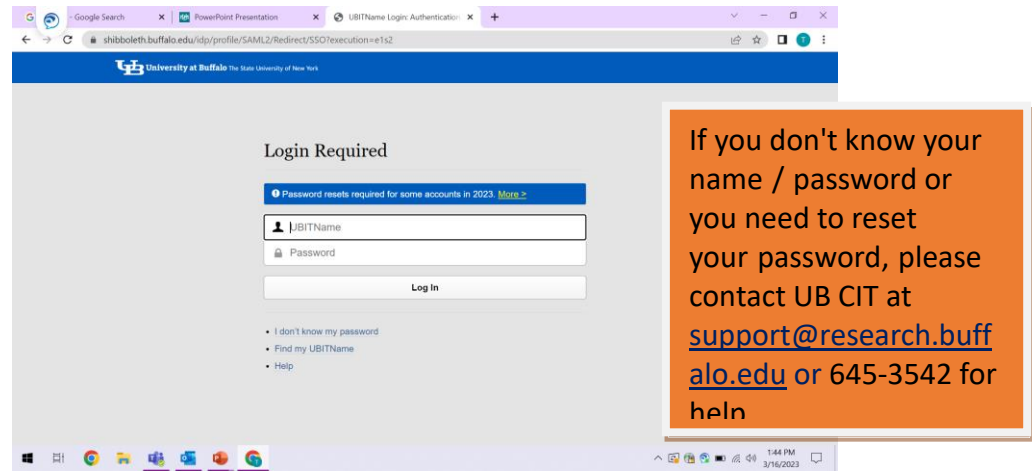
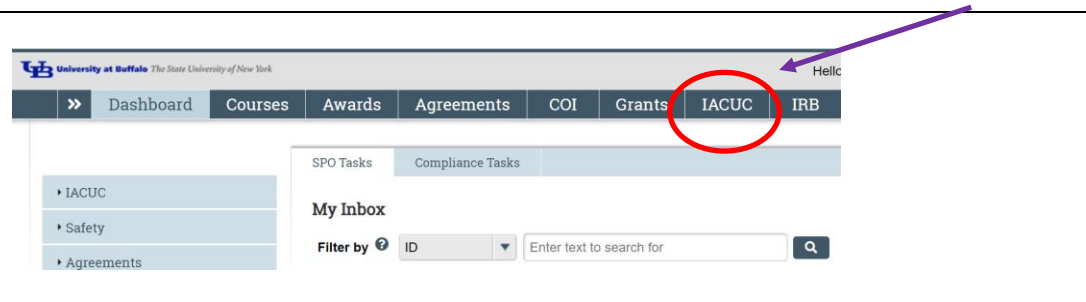


# Quick Reference Guide: How to Add a PI Proxy

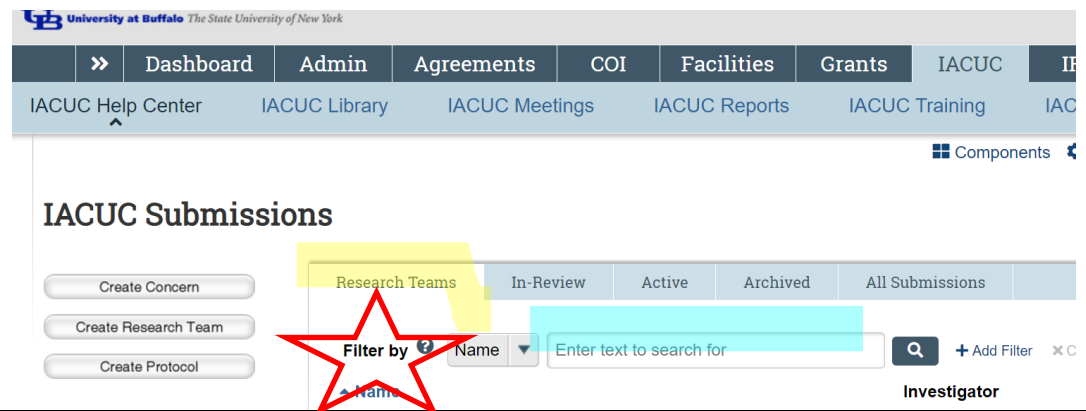
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page



3. Click on your Research Team – You can filter the Team Names for an easier find



# Quick Reference Guide: How to Add a PI Proxy

4. Find your study that you want to remove a **PI Proxy** for. Click on the **Name** of the study.

## IACUC Submissions

Buttons: Create Concern, Create Research Team, Create Protocol

My Inbox, Help Center

ID	Name	Date Modified	State	Submit Type
PROTO202100041	Intra-arterial Chemotherapy for GBM in the Rat Model	5/25/2023 8:05 AM	Approved	New Prc Applicati
PROTO202000026	Nanoparticle PK - TB	5/24/2023 6:59 PM	Approved	New Prc Applicati

5. Click on **Assign PI Proxy** in the list of **Current Actions** on the left side of the screen. A window will pop up.

Prepare Letter, Submit Designated Review, Assign Coordinator, Assign Primary Contact, **Assign PI Proxy**, Manage Guest List, Manage Departures

History, Experiments, Animal Counts, Documents, Re

Filter by: Activity

Activity	At
Passed Annual Review Deadline	Ac
Reminded of Annual Review Deadline	Ac
Reminded of Annual Review Deadline	Ac
Reminded of Annual Review Deadline	Ac
Annual Review AR#01900095 closed (Approved)	RF

6. Click on the “...” to the right of the white rectangle in question 1 to view a list of the **Team Members**. In the pop-up window, click the box to the left of the **Name** to select that person.

1. Select protocol team members to act as proxy:

First Name	Last Name	Employer	Title
[Redacted]	[Redacted]	030 University at Buffalo	LAB DIRECTOR, DEPT OF SURGERY & OTOLARYNGOLOGY

2. Comments:

Select One or More Persons

Filter by: Last

Deselect All

1-8 of 8

Last First Organization

# Quick Reference Guide: How to Add a PI Proxy

7. If a person's name does not appear on this list, they will need to be added to the list of **Team Members**.

- a. Click on the **IACUC** tab in the navigation bar across the top of the page.
- b. Click on the **Name** of your **Research Team**.
- c. Click the **Edit Research Team** button on the left side of the screen, under **My Current Actions**.
- d. Under Item 3, click on **+ Add** to open a pop-up window.

- e. Click on "..."/> to open a list of Click account holders.
- f. Type the last name of your **Team Member** in the Filter box at the top of the page to shorten the list.
- g. When you find your **Team Member** on this list, click the box to the left of their **Name** and click **OK**.
- h. If your **Team Member** cannot be found in this list, they need to apply for a Click account, please ask them to go to <https://www.buffalo.edu/research/research-services/click-implementation.html> fill out the **Account Request**.

8. Click **OK** in the bottom right of the **Assign PI Proxy** window to complete the process.

### 3. Supporting documents: ?

+ Add

Document Name	Date Modified
There are no items to display	



OK Cancel