Quick Reference Guide: How to Remove a PI Proxy

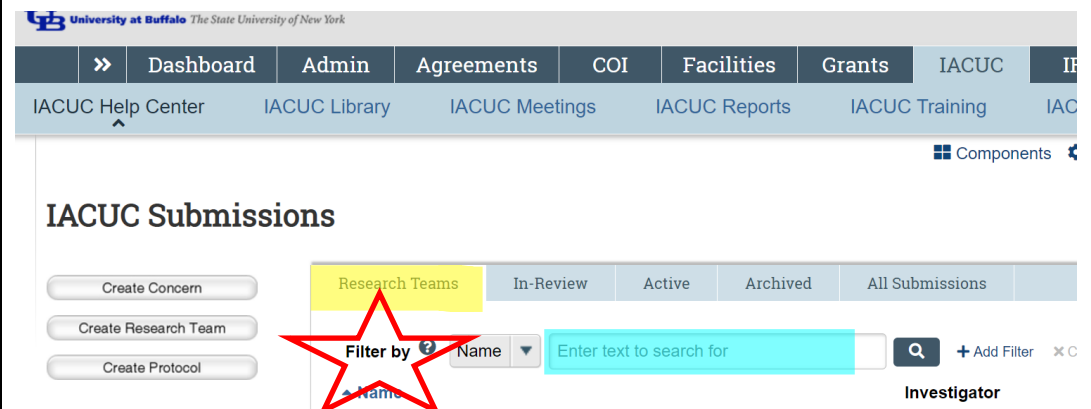|	
1. Log in to Click with UBIT name and password	 If you don't know your name / password or you need to reset your password, please contact UB CIT at support@research.buffalo.edu or 645-3542 for help
2. Click on the IACUC tab in the bar across the top of the page	
3. Click on your Research Team – You can filter the Team Names for an easier find	
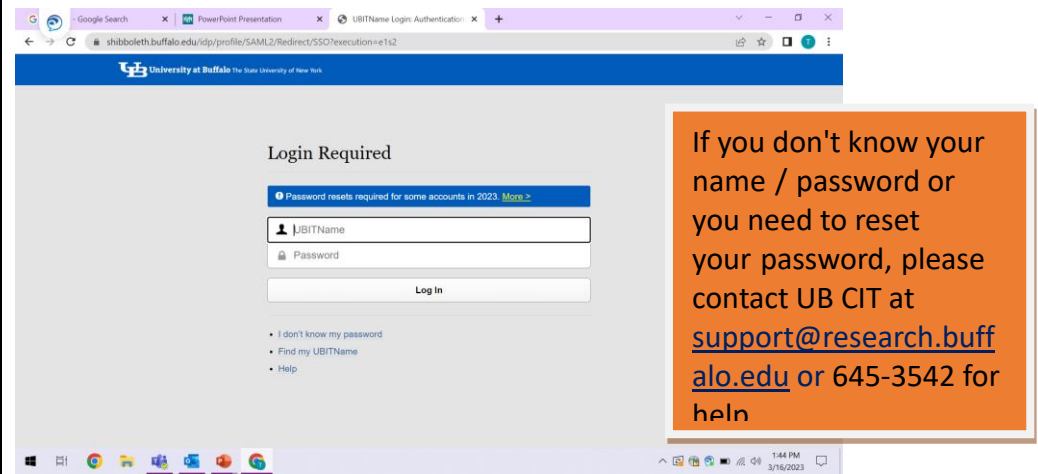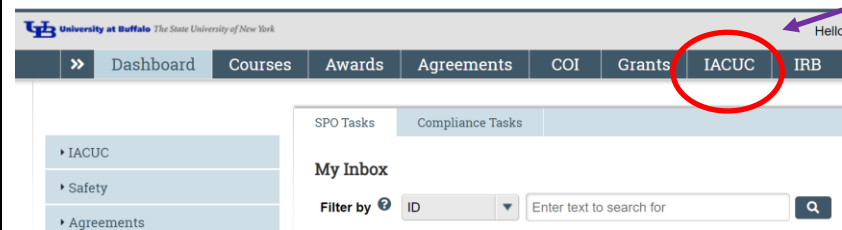
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4. Find your study that you want to remove a **PI Proxy** for. Click on the **Name** of the study.	**IACUC Submissions** Create Concern / Create Research Team / Create Protocol Research Teams · In-Review · Active · Archived · All Submis Filter by ID ▼ Enter text to search for ID · Name · ▼ Date Modified · State · Submiss Type My Inbox PROTO202100041 Intra-arterial Chemotherapy for GBM in the Rat Model · 5/25/2023 8:05 AM · Approved New Pro Applicati Help Center PROTO202000026 Nanoparticle PK - TB · 5/24/2023 6:59 PM · Approved New Pro 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 ▼ Enter text to search for Activity · Au 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 AR201900095 closed (Approved) · RE
6. In that window, you will see a list of the current **PI Proxies**. Mouse over the name of the **Proxy** you wish to remove and click on the small X that appears to the right of the name. That should remove them from the list of **Proxies**.	1. **Select protocol team members to act as proxy:** [...] First Name · Last Name · Employer · Title 030 University at Buffalo · LAB DIRECTOR, DEPT OF SURGERY & OTOLARYNGOLOGY · ⊗ 2. **Comments:** ❓

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7. Click **OK** to close the window. You should see the list of **Proxies** updated on the protocol Workspace to reflect the change. If not, try refreshing the webpage.

You will need to repeat these steps for each protocol if you currently have multiple protocols with that person listed as **PI Proxy**