

Managing Project Proxies

Assigning people access to view and edit applications

This guidance is intended to be used by investigators who wish to give other people the right to view and edit project information and applications. Individuals with proxy status will be able to view and edit project materials, but they will not be able to submit applications for review. This document provides instructions for assigning and managing project proxies.

Note: the PI will not be informed of changes made by a Proxy, please carefully review all applications prior to submission.

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Step 1: Go to the Manage Proxy Page

1) Login to CAP:

<http://www.luc.edu/irb/CAP.html>

2) Click on the "Manage Proxy" tab (left-side of the screen).

Welcome Principal !

Thursday, March 31, 2011

Researcher Module

Start a New Project

Update Your Profile

Manage Proxy

Projects By PI	Projects By Sponsor	Projects By Proxy	IRB Applications	
Project#	Sponsor	Title	Type of Review	Initiated
View 434		Project Title	Full	3/31/2011

Note:
To view the application and associated forms click **View** and go to a section **3. Project Application(s)**

Projects By PI: Projects that you are the Primary Investigator

Projects By Sponsor: Projects that you are indicated as Sponsor

Projects By Proxy: Authorized projects by PI to allow you to work on them on his/her behalf.

IRB Applications: IRB applications that you are indicated in the **section 1. Personnel** as Loyola faculty, staff, or student.

CAP

<http://compliance.it.luc.edu/>

Step 2: Assign a Proxy

- 1) On the Manage Proxy page, you will see all of the projects that you are the PI for in the CAP system.
- 2) To assign a proxy, click the “Edit” button to the left of the project title.

1. Project List

	Add/Remove proxy	Project#	Sponsor	Title	Type of Review	Start Date	Rights	Proxy Name(s)
Edit	<input type="checkbox"/>	434		Project Title	Full	Mar-31-2011		

- 3) Select the person’s name from the pull-down list on the right. You can assign proxy status to two people.
- 4) Check the “Add/Remove Proxy” box.
- 5) Click “Update” on the left side of the screen.
- 6) The name of individuals who are assigned proxy status are displayed in the “Proxy Name” column.
- 7) People who are assigned as proxies will be able to view the project and application on the “Projects by Proxy” tab on the main screen. Individuals with proxy status will be able to view and edit project materials, but they will not be able to submit applications for review.

Step 3: Remove Proxy Access

- 1) Go to the “Manage Proxy” page. To remove a proxy, click the “Edit” button to the left of the project title.
- 2) Uncheck the “Add/Remove Proxy” box.
- 3) Click “Update” on the left side of the screen.

1. Project List

	Add/Remove proxy	Project#	Sponsor	Title	Type of Review	Start Date	Rights	Proxy Name(s)
Update Cancel	<input type="checkbox"/>	434		Project Title	Full	Mar-31-2011	<input checked="" type="radio"/> Update	Primary: <input type="text"/> Alternate: <input type="text"/>

Click update to save

Check box to add proxy; Uncheck to remove proxy

Select a name