

GEORGETOWN UNIVERSITY



Georgetown-MedStar IRB System

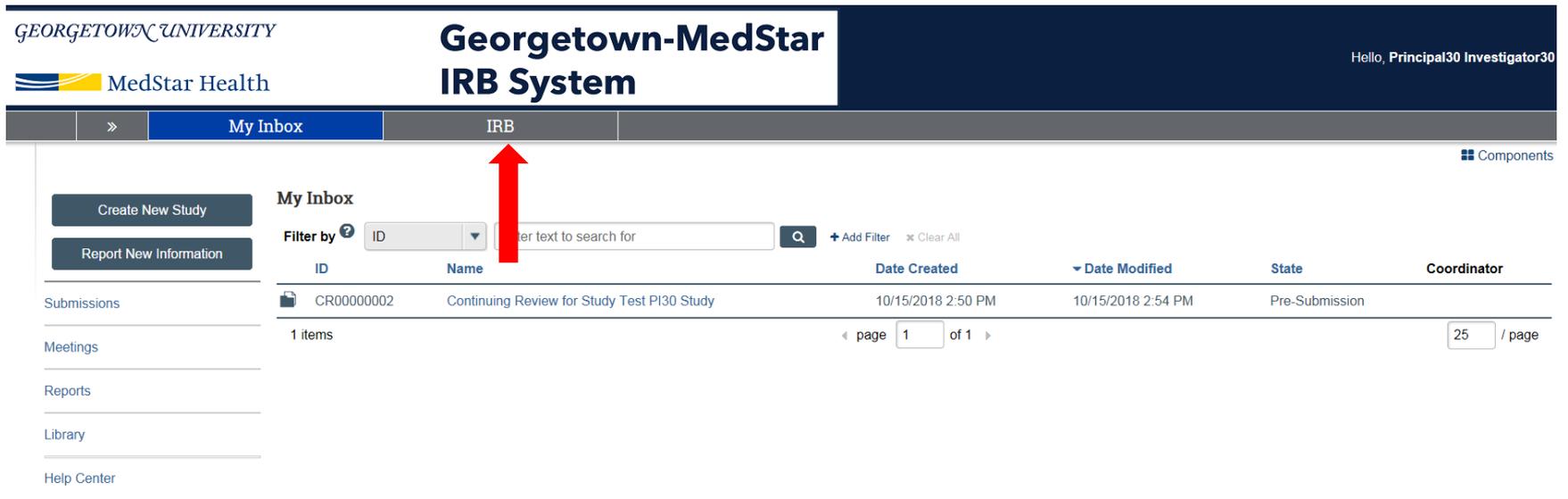
How to Designate a PI Proxy in the new Georgetown-MedStar IRB System

November 30, 2018

Knowledge and Compassion
Focused on You

Georgetown-MedStar IRB System

When you log into the system, you will be brought to your inbox.
Select the IRB tab on the top of the screen.



GEORGETOWN UNIVERSITY

MedStar Health

Georgetown-MedStar IRB System

Hello, Principal30 Investigator30

» **My Inbox** IRB Components

My Inbox

Create New Study

Report New Information

Filter by ID + Add Filter ✕ Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
CR0000002	Continuing Review for Study Test PI30 Study	10/15/2018 2:50 PM	10/15/2018 2:54 PM	Pre-Submission	

1 items

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Submissions

Meetings

Reports

Library

Help Center

Georgetown-MedStar IRB System

Once you are in the IRB tab, you will want to select the **“Active” tab**, indicated by the red arrow on the image. Once in the active studies tab, you can select the study you are submitting the amendment for by **clicking on the study title**.

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Georgetown-MedStar IRB System

Hello, Principal30 Investigator30 ▾

»

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Filter by [?] ID ▾

Enter text to search for

Q
+ Add Filter
x Clear All

ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type
STUDY00000185	Training	11/19/2018 1:44 PM	Pre-Review	Principal30	Investigator30			Initial Study
STUDY00000138	job performance	11/14/2018 2:42 PM	Pre-Review	Principal30	Investigator30			Initial Study
STUDY00000116	STARA	11/14/2018 1:44 PM	Pre-Review	Principal30	Investigator30			Initial Study
STUDY00000084	yyy	11/13/2018 2:51 PM	Pre-Review	Principal30	Investigator30			Initial Study
MOD00000011	Modification #1 for Study Test PI30 Study	10/15/2018 3:12 PM	Pre-Review	Principal30	Investigator30			Modification
CR00000002	Continuing Review for Study Test PI30 Study	10/15/2018 2:54 PM	Pre-Submission	Principal30	Investigator30			Continuing Review
STUDY00000043	Test AC study 20181015	10/15/2018 2:41 PM	Pre-Review	Principal30	Investigator30			Initial Study

7 items
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Once you arrive in the study workspace, you will have the option to **Assign a PI Proxy** on the left side of the workspace (indicated by a red arrow here).

Note: only individuals listed on the study can be assigned as PI proxy.

The screenshot displays the Georgetown-MedStar IRB System interface. At the top, the header includes the university and MedStar Health logos, the system name, and a user greeting: "Hello, Principal26 Investigator26". Below the header is a navigation bar with tabs for "My Inbox", "IRB", "Submissions", "Meetings", "Reports", "Library", and "Help Center".

The main content area shows details for "STUDY00000024: Test PI26 Study". Key information includes:

- Principal investigator:** Principal26 Investigator26
- Submission type:** Initial Study
- Primary contact:** System Administrator
- PI proxies:** (empty list)
- IRB office:** MHRI IRB
- Committee:** (empty)
- IRB coordinator:** (empty)
- Letter:** Correspondence_for_STUDY00000024.pdf(0.01)
- Regulatory authority:** Pre-2018 Requirements

A workflow diagram illustrates the process: Pre-Submission leads to Pre-Review, which can lead to IRB Review or Clarification Requested. IRB Review can lead to Post-Review or Clarification Requested. Post-Review can lead to Review Complete or Modifications Required. Clarification Requested and Modifications Required both lead back to their respective preceding stages.

On the left, a "Next Steps" sidebar contains several buttons: "View Study", "Printer Version", "View Differences", "Create Modification/CR", and "Report New Information". Below these are links for "Assign Primary Contact", "Assign PI Proxy" (highlighted with a red arrow), and "Manage Guest List".

At the bottom, a "History" table shows recent activities:

Activity	Author	Activity Date
Modification MOD00000033 Opened Modification: MOD00000033	Investigator26, Principal26	11/29/2018 6:08 PM
Modification MOD00000032 Opened Modification: MOD00000032	Investigator26, Principal26	11/29/2018 6:08 PM
Letter Sent	Administrator, System	10/15/2018 10:53 AM

Once you select Assign PI Proxy, a pop up window will appear. **Click on the three dots** in the drop down menu.

The screenshot shows the Georgetown-MedStar IRB System interface. A pop-up window titled "Assign PI Proxy" is open, displaying instructions and a dropdown menu for selecting study team members to act as a proxy. A red arrow points to the three dots in the dropdown menu. The background interface includes a navigation menu, a "Pre-Review" section, and a list of activities.

Assign PI Proxy

A proxy can perform PI responsibilities on your behalf, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

Select study team members to act as proxy:

...

First Name	Last Name	Department
There are no items to display		

OK Cancel

Activity

Activity	Activity Date
PI Proxies updated	11/30/2018 8:51 AM
Submitted	11/14/2018 9:45 AM
PI Proxies updated	11/14/2018 9:43 AM

Georgetown-MedStar IRB System

A second pop up window will appear, which will include the names of all individuals you have added to the study. Select the individual you wish to assign as PI proxy by **checking the box** next to their name. Then click **OK**.

The screenshot shows the IRB system interface with a 'Select One or More Persons' pop-up window. The pop-up window has a search filter set to 'Last' and a 'Go' button. Below the search bar is a table of individuals:

Selection	Last	First	Organization
<input type="checkbox"/>	Abalos	Kathleen	Medicine

A red arrow points to the checkbox next to 'Abalos, Kathleen'. The background interface shows a study page for 'STUDY0000' with a 'Pre-Submission' status. The 'Next Steps' section includes buttons for 'View Study', 'Printer Version', and 'View Differences'. The 'Assign PI Proxy' option is highlighted in the left sidebar. The bottom of the screen shows a list of activity logs with columns for 'Activity' and 'Activity Date'.

Georgetown-MedStar IRB System

Note: Only individuals listed as study team members can be assigned as PI proxy. If there are no names in this pop up window, you will need to add people to your study before you can make this assigned. Refer to the guide on how to add a study team member to complete this task.

The screenshot displays the IRB system interface. On the left, a sidebar contains navigation options: My Inbox, Submissions, Meetings, Reports, and a list of actions including Assign Primary Contact, Assign PI Proxy, Manage Guest List, Add Related Grant, Add Comment, Copy Submission, Withdraw, and Discard. The main content area shows details for 'STUDY0000', including submission dates and a 'Next Steps' section with buttons for 'View Study', 'Printer Version', and 'View Differences'. A 'Pre-Submission' workflow diagram is visible. A 'Select One or More Persons' pop-up window is open, showing a search filter set to 'Last' and a table of available individuals:

First	Last	Organization
<input type="checkbox"/>	Abalos	Kathleen Medicine

The pop-up window also includes 'OK' and 'Cancel' buttons. The background page shows an activity log with columns for 'Activity' and 'Activity Date', listing actions like 'PI Proxies updated' and 'Submitted' with their respective timestamps.

Georgetown-MedStar IRB System

The individual you selected in the previous window should now appear in the list of PI proxies. If that person is now listed, click OK.

The screenshot displays the Georgetown-MedStar IRB System interface. A modal dialog box titled "Assign PI Proxy" is open, allowing the user to select study team members to act as a proxy. The dialog includes a search bar, a table of team members, and "OK" and "Cancel" buttons.

Assign PI Proxy

A proxy can perform PI responsibilities on your behalf, such as submitting the study to the IRB, modifying the study, and submitting continuing reviews.

Select study team members to act as proxy:

First Name	Last Name	Department
Kathleen	Abalos	Medicine

Buttons: OK, Cancel

Background Interface:

- Header: GEORGETOWN UNIVERSITY, MedStar Health, Hello, Principal27 Investigator27
- Navigation: My Inbox, Submissions, Meetings, Reports
- Study ID: STUDY0000108
- Buttons: Pre-Review, View Study, Printer Version, View Differences
- Activity Log (History):

Activity	Activity Date
PI Proxies updated	11/30/2018 8:51 AM
Submitted	11/14/2018 9:45 AM
PI Proxies updated	11/14/2018 9:43 AM
	11/14/2018 9:24 AM

Confirm that your PI Proxy assignment appears listed above the workflow map for the study.

GEORGETOWN UNIVERSITY Georgetown-MedStar IRB System Hello, Principal27 Investigator27

My Inbox IRB Submissions Meetings Reports Library Help Center

Pre-Review

STUDY00000108: Biofreedom Track

Entered IRB: 11/14/2018 9:45 AM
Last updated: 11/30/2018 8:59 AM

Principal investigator: Principal27 Investigator27
Submission type: Initial Study
Primary contact: Principal27 Investigator27
PI proxies: Kathleen Abalos

IRB office: MHRI IRB
Committee:
IRB coordinator:

Next Steps

- View Study
- Printer Version
- View Differences
- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Add Related Grant
- Add Comment
- Copy Submission
- Withdraw
- Discard

History Funding Contacts Documents Reviews Snapshots Training

Filter by Activity + Add Filter x Clear All

Activity	Author	Activity Date
PI Proxies updated	Investigator27, Principal27	11/30/2018 8:59 AM
PI Proxies updated	Investigator27, Principal27	11/30/2018 8:51 AM
Submitted	Investigator27, Principal27	11/14/2018 9:45 AM

You should then be taken back to the modification's workspace. The orange study status bar on the left side of your screen should now say "Pre-Review." The Pre-Review bubble on the workflow map will be highlighted orange.

GEORGETOWN UNIVERSITY Georgetown-MedStar IRB System Hello, Principal26 Investigator26

My Inbox IRB Submissions Meetings Reports Library Help Center

Pre-Review

MOD00000033: Modification #2 for Study Test PI26 Study

Entered IRB: 11/29/2018 6:31 PM
Last updated: 11/29/2018 6:31 PM

Principal investigator: Principal26 Investigator26
Submission type: Modification
Primary contact: System Administrator

IRB office: MHRI IRB
Committee:
IRB coordinator:
Regulatory authority: Pre-2018 Requirements

Next Steps

- View Modification/CR
- Printer Version
- View Differences
- Add Comment
- Withdraw
- Discard

History Contacts Documents Related RNIs Snapshots Training

Filter by Activity + Add Filter x Clear All

Activity	Author	Activity Date
Submitted	Investigator26, Principal26	11/29/2018 6:31 PM

Congratulations!

You have successfully submitted a new study in the Georgetown-MedStar IRB System!

If you have any questions about the steps described, please contact the Office of Research Integrity at MHRI-ORISupport@medstar.net.