How to Assign Primary Contact or PI Proxy

**PI Proxy**: a Proxy can do everything a PI can do, except for assigning other PI Proxies. They can make submissions for your protocol on your behalf.

**Primary Contact**: a Primary Contact receives all correspondence in regards to a protocol, in addition to the PI. This person will not be able to submit on the behalf of the PI.

1) PI must log in to https://rap.uc.edu/iacuc

2) Click on the IACUC tab (here you will see your research team(s) – these are the people currently approved to work on your protocol)

3) Click on the research team name to view your protocols

4) Click on the protocol name that you want to assign a primary contact or proxy to

5) Once you are in the protocol workspace, click either “Assign Primary Contact” or “Assign PI Proxy”