

Adding PI Proxies in ERMS - Agreements

For help please email contracts@uthscsa.edu

Contracting party contact phone:

* Responsible department/division/institute: [?](#)
Medicine -Renal Diseases

Agreements collaborators: (Institutional staff given read/edit)

Name	E-mail
Tareq Nassar	NASSART@UTHSCSA.EDU

1 First, on the General Information SmartForm, on question 6 Agreements Collaborators, add the person to be named proxy. Save your changes and exit to the Agreement Workspace.

View All Correspondence

- Submit
- Manage Ancillary Reviews
- Manage Access
- Assign PI Proxies

2 Click on Assign PI Proxies. This will open a new window with a list of the people who are Agreement Collaborators

Execute "Assign PI Proxies" on MOU00000003 - Mozilla Firefox

https://hrspuhsastage.huronclick.com/Agreements/sd/ResCA8C236D88

Assign PI Proxies

A proxy can perform PI responsibilities on your behalf.

Select study team members to act as proxies:

Name	E-mail
<input checked="" type="checkbox"/> Tareq Nassar	NASSART@UTHSCSA.EDU

OK Cancel

3 Tick the checkbox in front of the name of the person(s) you want to name as a Proxy and click okay.

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4 You can add and remove proxies by clicking Assign PI Proxies whenever it is available in the list of Activities for that Status.