Quick Reference Guide: How to Remove a PI Proxy

1. Log in to Click with UBIT name and password

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

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.
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4. Find your study that you want to remove a **PI Proxy** for. Click on the **Name** of the study.

5. Click on **Assign PI Proxy** in the list of **Current Actions** on the left side of the screen. A window will pop up.

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**.
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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.