

# Click IRB Reviewer Quick Guide

## Understanding Study Roles in Click



The PI role for a study comes with certain authorities tied to regulatory oversight: submitting a new study, and submitting follow on submissions to the IRB. There is a PI Proxy role designed to extend the PI's role in Click to another study team member, either on a short-term basis or for the life of the study.

There is also a Primary Contact role, which by default is the person who initially sets up the study. The Primary Contact, who might be the PI, the PI Proxy, or another study team member, will receive email notifications generated by the system. For instructions on designating proxies and primary contacts, view the **Quick Guide – Assigning PI Proxy**.

	PI	PI Proxy	Primary Contact	Other Team Members
<b>Assigned by...</b>	PI or Primary Contact when creating study	PI (as needed)	Default when creating study	A study team member
<b>Able to Reassign?</b>	✓	✓	✓	✓
<b>At which state can this role be reassigned?</b>	<ul style="list-style-type: none"> <li>• Pre-Submission</li> <li>• Clarification Requested (Pre-Review)</li> <li>• Clarification Requested (IRB Review; non-committee review only)</li> <li>• Modifications Required</li> <li>• Deferral</li> <li>• Disapproval</li> </ul>	Any state	Any state	<ul style="list-style-type: none"> <li>• Pre-Submission</li> <li>• Clarification Requested (Pre-Review)</li> <li>• Clarification Requested (IRB Review; non-committee review only)</li> <li>• Modifications Required</li> <li>• Deferral</li> <li>• Disapproval</li> </ul>
<b>To reassign...</b>	Basic Information SmartForm > Item 4	By PI: Basic Information SmartForm > Add Study Team Members (See <b>Quick Guide</b> )	By any study team member or IRB Coordinator: "My Current Actions" Menu > Assign Primary Contact	New study: Basic Information SmartForm > Add Study Team Members After IRB approval, Submit Modification
<b>Total Allowed</b>	1 per study	1+ per study	1 per study	Not Specified
<b>Email Notifications</b>	✓ Receives All	✓ Same as PI	✓ Receives All	NO
<b>Authority</b>	Prepare draft submissions, view, edit, and submit to IRB	Same as PI	Prepare draft submissions, view, and edit	Prepare draft submissions, view, and edit
<b>Must be study team member?</b>	YES	YES	NO	YES