NAMING A "PI PROXY" IN MYRA

A PI can utilize the MyRA PI proxy feature at any time by following these steps:

1- Log into MyRA

2- Edit "My Profile" located in the upper right corner

3- Go to the lower right hand corner, review the certification statement, and select "yes" if you are in agreement with the requirement

4- Select a name by typing in the progressive text box, and then select "apply." A PI proxy must be an already-registered MyRA user in order to be selected. More than one person can be named as a PI proxy.

When you select a PI Proxy, this individual will be able to perform the following on a PI's behalf:

- see all of your agreements in MyRA

- edit all of your submissions in MyRA

- copy your MyRA submissions

- submit your MyRA requests that are in a "pre-submission" state

- respond to requests for clarification by submitting changes within MyRA

- withdraw your MyRA submissions

Selecting a proxy does not limit the PI's rights in MyRA in any way. PIs who name a proxy still retain their full rights in MyRA.

You can remove a named individual's proxy rights at any time by logging in to MyRA and editing "My Profile" to remove the named individual by selecting "Remove."

NOTE: PIs who name a proxy in MyRA still remain responsible for their projects under the University of Pittsburgh 11-01-02 policy "Rights, Roles, and Responsibilities of Sponsored Research Investigators."

MyRA can be accessed via this address: https://myra.pitt.edu

For help with MyRA, contact myrahelp@pitt.edu

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