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](https://myra.pitt.edu)

For help with MyRA, contact [myrahelp@pitt.edu](mailto:myrahelp@pitt.edu)