


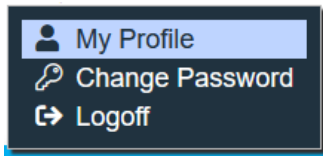


GUIDANCE: CV-PI Proxy-Primary Contacts in RUTH

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ATTACHING A CV TO YOUR PROFILE

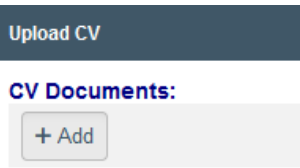
- Visit <http://ruth.mssm.edu> to sign in.
- Click on the dropdown icon  next to your name to the right of the page.
- Select **My Profile** from the dropdown.



- Navigate to left side of the screen, click **Upload CV**.



- Click **+ Add**.



- Click **Choose File** and select your CV.

1. * File to attach:




- Click on **OK** at the bottom of your screen once completed.

ASSIGNING A PI PROXY

- Navigate to the approved study on the Active tab or In-Review tab (if it is still in pre-submission).
- On the left side of the screen, click on **Assign PI Proxy**



- Once a new window opens, click on the  icon.
- Search for the personnel that you want to add as the PI Proxy.



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Select One or More Persons

Filter by [Advanced](#)

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[▲ Last](#) [First](#) [Organization](#)

- Click **OK**.

*The action of assigning a primary contact must be done on the parent study, not on a follow-on submission. i.e: (CR or MOD).

*Remember that a PI Proxy has to be listed on the local study team members tab within the study workspace (or review the contacts tab within the submission workspace). This role can be assigned to multiple personnel.


*Remember that the proxy role carries a great deal of responsibility as they can modify and submit on behalf of the PI.

*Only initial studies are required to be submitted by the PI

ASSIGNING A PRIMARY CONTACT

- Navigate to the parent study on the All-Submissions tab.
- On the left side of the screen, click on **Assign Primary Contact**.

 [Assign Primary Contact](#)

- Once a new window opens, click on the  icon.
- Search for the person that you want to add as the primary contact.
- Click **OK**.

*The action of assigning a primary contact must be done on the parent study, not on a follow-on submission. i.e: (CR or MOD).

*Regardless of whether the person is listed as a study team member or not, anyone at Mount Sinai can be listed as a primary contact. This role can only be assigned to one person at a time.