QUICK GUIDE FOR ACTIONS 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**.
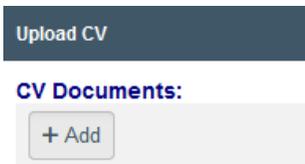
- Click **Choose File** and select your CV.

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

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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**

&+ 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.

Select One or More Persons

Filter by Last ▼ [   ] Go Clear Advanced

Deselect All

|◄ ◄ 1-1 of 1 ► ►|

▲ 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.

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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.