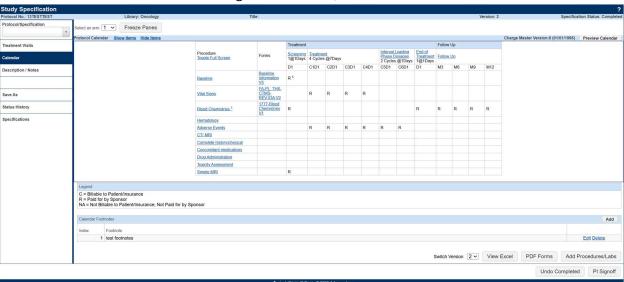
PI Designee

- 1) For the study/studies where a staff member will be serving as a PI designee, they should go to the study and assign themself the staff role (in addition to any pre-existing staff roles they have) of PI Designee. To do this, they can:
 - a. Go to PC Console->Main/Staff
 - b. Click on the Update button at the bottom of the page
 - c. At the top of the page, there should now be a section that looks like this:



Select PI Designee for the role, their own name for Staff Name. Start date can either be left blank or can have a date that reflects when they began as designee

- d. Click the Add button
- 2) Whenever the study is in need of a PI Signoff, Investigators or their designees can then proceed to eCRFs/Calendars->Specifications for the study in question, and the PI Signoff button should be found in the lower-right hand corner, similar to this screenshot:



Note: All study investigators and designees should be notified via email from OnCore whenever a study has a completed calendar/budget version awaiting PI Signoff.