



RAPPORT Quick Guide

PI Reference

Accessing the Study

The person who created the study on your behalf will generate an email from no-reply@rapport.dartmouth.edu asking you to enter RAPPORT to submit a study or assign a PI proxy. When you click the link in the email, you will first be taken to the RAPPORT log-in page.

Logging into RAPPORT

To log in to RAPPORT:

- Enter your NetID and your Dartmouth password.
- If you do not know your NetID or password, use the links below the login form.
- Once logged in, the workspace for this study will open.

Updating Your User Profile

The first time you log in to RAPPORT, you should update your user profile.

- To access your user profile, click on your name in the upper right:
- On the **DC IRB profile**, select your **Section**, if applicable, from the drop down menu.
 - Update your email in the **Email** field if you use a non-Dartmouth.edu email address.
 - To save your selections, click on the **Apply** button on the far right.
- Select **Research Profile** under Select View. If you regularly create studies with a similar set of team members, enter the team members and their role under the **Default study team**.

Submit to the CPHS

To send this submission to the CPHS to start the CPHS review process:

1. Click "**Submit**".
2. A window opens verifying that you have obtained the financial interest status of each team member, the agreement of each member of the research staff to his/her role in the research, and that you will conduct research in accordance with requirements in the CPHS SOP.
3. Click "**OK**" to send this submission to the CPHS.

Assign PI Proxy

A PI may assign proxy rights to one or more members of the study team. A proxy can submit the study, continuing reviews, and modifications.

To assign a PI proxy:

1. Click the name of the study to open it.
2. Click "**Assign PI Proxy**" on the left.
3. The "**Assign PI Proxy**" window will open.
4. Select study team members to act as proxy.
 - **Note:** if the person you wish to assign is not appearing here, that person needs to be added to the study team.
 - To add them, click **Cancel**.
 - Click **Edit Study** on the left and go to the Study Team page to add them.
5. Click **OK** to accept the names selected as proxy and close this window.



Note: If the Initial Study application has already been approved, a Modification will need to be created to add the study team member to the study. Once the Modification has been approved, the study team member can then be assigned Proxy.

More Information

For more information on study submissions, reference the [Study Submission Guide](#).