Roles in RAPPORT

Researchers' roles in RAPPORT can vary from study to study. Below are descriptions of each role's abilities.

Primary Investigator

The PI is selected in question 4 on the Basic Information page. RAPPORT only allows for one PI. The PI is the primary local person responsible for the research. The PI is also responsible for obtaining the financial interest status of each research staff, obtaining the agreement of each research staff to his/her role in the research, and agreeing to conduct this Human Research in accordance with requirements in the CPHS SOP. PIs can set up a default study team and ancillary reviewers in their User Profile.

For undergraduate student projects, the primary faculty advisor must be listed as the PI and the student will be listed as the Student Investigator in the Study Team Members section.

Study Team Member

A study team member is someone who is responsible for the design, conduct, or reporting of the research, or is involved in the consent process. All study team members, with the exception of the PI, must be listed on the study team member page. When adding study team members, select their appropriate role in research. If a PI frequently has the same study team, a default study team can be added to the PI's User Profile, which can be modified on a per study basis. Study team members can create modifications and continuing reviews, but cannot submit them unless they are also a PI Proxy.

Primary Contact

The primary contact acts as the study's main point of contact for communications with the CPHS. The primary contact, in addition to the principal investigator and the assigned Proxy, receives notifications when the CPHS communicates a decision or requires the study staff to take action. There can only be one primary contact per study. The primary contact defaults to the person who created the study, and can be changed at any time by any study team member.

PI Proxy

A PI Proxy can perform PI responsibilities in RAPPORT on the PI's behalf, such as submitting the study to the CPHS and submitting modifications and continuing reviews. PI Proxies must be assigned by the PI on a per study basis. You must be a study team member to be able to be a proxy. Proxies can be changed at any point in the study by the PI.

Guest List

Any user in RAPPORT can be added to the Guest List by a study team member. The Guest List provides view only access to study information and materials.

Ancillary Reviewers

If an ancillary review is selected, the ancillary reviewer will have view only access to study materials and be able to submit an ancillary review. Ancillary reviews can be set up in the PI's User Profile or by study team members on a per study basis.

More Information

For more information on roles, see the Study Submission Guide. For PI specific information, see the PI Quick Guide. If you have any questions, contact the CPHS office.