Adding a PI Proxy in SafetyNet
**PI Proxy:** has the ability to edit the BUA on the PI’s behalf. Only the PI may assign a PI Proxy on a given BUA.

PIs have two options when assigning a proxy in SafetyNet. They can either...

1. Assign the PI proxy personally (following the steps laid out in this guide)
   
   OR

2. Email the IBC Administrative Staff at [ibc@research.ucla.edu](mailto:ibc@research.ucla.edu) with the proxy’s full name and the relevant BUA number(s), asking that the administrative staff assign the individual as a PI Proxy. This email must be sent directly by the PI.
1. Logon to SafetyNet (http://safetynet.research.ucla.edu) using your UCLA Single Sign-on credentials
2. Go to the **Submissions** tab on the left-hand side of your Inbox
3. Go to the **All Submissions** tab

4. Select the BUA to which you wish to add a proxy by clicking on the name of the BUA
5. In the BUA Workspace, click **Assign PI Proxy**. A new window will appear. Please note that this option will **ONLY** appear for the PI.
6. In the new window **Enter the name of the person you would like to add in the box under part 1.** As you type a list of names will appear below the box. **Select the correct name from the drop down menu, and click OK.**