

Approving delegate submitter access requests

The coordinating principal investigator (CPI) or principal investigator (PI) can approve delegate access via the request for delegate access notification email without logging into Research GEMS.

This is done by using the links provided in the email which will take them directly into the decision, for quick and easy actioning.

The links in the email notification will expire after 14 days, after which the CPI or PI will need to log into GEMS to action the request.

How to approve delegate access request directly from your email

For information on access and permissions, see user guide [Sharing access to an application/project](#).

Step 1.

The CPI or PI will receive an email which has a direct link into GEMS to record their decision for the requested person to have 'submit' access as a delegate.

Step 2.

Review the request and select your decision from the options available. If you chose 'do not provide delegate access' you can provide a comment in the free text box, which will be sent to the person requesting the delegate access.

Click 'Save' and a pop-up message will appear confirming the decision has been saved.

How to approve delegate access request in GEMS

Step 1.

The CPI or PI will receive an email notification that delegate access has been requested for a particular person.

Step 2.

Log into GEMS and click on the 'decisions' icon in the top menu of  the page or the approvals icon under 'Your activities'  at the bottom of the page. Both will take you to the approvals page.

Step 3.

You can review and provide a decision on the approvals page or from within the 'Decision Details'.

For a quick view of the request, click anywhere on the decision row to open the 'CPI or PI to confirm delegate access permission' to review.



For a more detailed view, click on 'Decision Details' where you are presented with the basic study details, the requester's name, and a place to provide your decision.



Select your decision from the options available.

If you chose 'do not provide delegate access' you can provide a comment in the free text box, which will be sent to the person requesting the delegate access.

Click 'Save' and a pop-up message will appear confirming the decision has been saved.

Reminder notifications

GEMS will send reminder notifications at designated time points if a decision remains pending.

Decisions in the status of 'Pending' are approvals requiring review.

What next?

The person requesting the delegate access will be notified via GEMS of the decision made by the CPI or PI.