Coming soon to an IRB Panel near you...

INSPIR II

- Mary A. Banks
- Director, BUMC IRB

- March, 2011
- Training for IRB Board Members
  - Session 1
Upcoming System Changes

- As of March 15th 2011 all IRB meetings will be run using INSPIR II

- INSPIR II training for Board Members is in 2 parts
  - View video of INSPIR II basics and the "investigator" role
  - Look Power-point slides (these have been combined – they were previously in 2 parts)
Part I : The Basics

Understanding the “basics” of INSPIR including the investigator role

- Go to IRB website [www.bumc.bu.edu/irb](http://www.bumc.bu.edu/irb) and click on the “INSPIR II image” to get to the INSPIR II page
- Click on the link under “Overview and Announcements” to find the “INSPIR II Introductory Training video”
INSPRII went LIVE! Click here (or on the image) to login.

A Farewell Song to INSPRII

INSPRII Overview and Announcements

On March 15, 2011, the BUMC IRB switched to a new IRB software system called INSPRII (replacing INSPRII). All protocols from INSPRII were migrated over to the new system. Below are various resources for investigators to obtain information about INSPRII.

- Submit a INSPRII Help Desk Request*
- Registration Form for Scheduling Department INSPRII Training
- INSPRII Instructions for Investigators
- February 2011 CR Times Article
- INSPRII Introductory Training Video
- INSPRII Introductory Training PowerPoint

*INSPRII Helpdesk Request – In order to efficiently route your questions to the appropriate person in the IRB office, please submit an INSPRII Helpdesk Request by going to this link.

INSPRII FAQs

- User name/log-in/Personal Profile issues
- Migration Issues
- IRB Application Issues
- Consent/ Assent form issues
- Attachment Issues
Part II: Board Member “role”

- The rest of this slide-set contains Power-Point slides specific to the Board Member role
- (The link to this slide-set is posted at the bottom of the IRB INSPIR II homepage)
How To Log In to INSPIR II
Go to [https://inspir.bu.edu](https://inspir.bu.edu) to get to the INSPIR II log-in page

You must use your BU user name (user ID) and Kerberos password to log-in
This is your HOMEPAGE
Each person has his/her own homepage
Red arrow points to your “name”
(This person’s name is Board Member)
From Your HOMEPAGE

From your homepage you will have 3 major options

- **My Assistant** – this is where you update your personal profile & contact information about YOU (all about YOU!)

- **Study Assistant** – this is where you find and update all YOUR STUDIES (if you have any)- including studies where you are a PI or co-investigator or study staff. Here is where you would also create a new protocol.

- **IRB Assistant** – this is where you find materials assigned to you for your IRB review as a Board Member
Most of the time you will see the IRB Assistant Role at the bottom of the screen on the left hand side. Click on the “IRB Assistant” and IRB Assistant will move to the top of the column.
This is Your Home-Page

My Assistant (personal profile) Purple Arrow
Study Assistant (your own IRB protocols) Blue Arrow
IRB Assistant (your IRB protocols for review) Red Arrow

**If you do not see any items “under” IRB Assistant “ click on the IRB Assistant Blue bar again to get the sub-categories.**
Training about the “Roles”

- On the investigator training video and Power-point slides you will find instructions about the first two roles
  - My Assistant
  - Study Assistant

- IRB Assistant
  - The rest of these slides relate specifically to the IRB Assistant role
  - It is here that you will find all the materials you need for your IRB reviews of protocols as Board Members
Back on your Home-Page

Under “IRB Assistant” Role

You will see multiple options:
- Meeting agenda - to view upcoming agenda
- “Find a study” to locate a specific study

(other options will be discussed later)
Make sure that you verify that you have selected the correct IRB Panel from the drop-down menu (see red arrow).
Once you have verified that you have the correct IRB Panel
Click on “Meeting Agenda”
(under the IRB Assistant Role)
(red arrow)
This will bring you to the Meeting Agenda Page

Use right hand scroll bar to scroll down (yellow arrow)

On this page you will see

Panel Name- Green Arrow
Meeting Date: - Red Arrow
Items for review by category- Blue arrow
Meeting Chair – Purple arrow
Red Arrow points to how protocols will be listed
Click where it says “click to open” to OPEN the protocol
This opens the “cover” page for this study H-30025

You will see “general info” Study number, PI, study status, study (lay) summary (yellow arrows)

From here
Click on Study Components (red arrow) to OPEN the protocol, consents and attachments

PI name
From this “submission components” page you will see:

- The submission form
- The Application
- The consent forms
- Other study docs (= attachments)

Click on the “icon” next to each item to OPEN it.
This will open up the “IRB Application” for H-30025

You can view it Section by Section (red arrow) or Look at it in its entirety (Blue Arrow)
After you have reviewed the IRB application – go back to the “submission” to review the other components of the submission (the consent forms and attachments). Do this by clicking on “submission item” on the navigation bar (red arrow) or by using the “back” arrow (blue arrow).
Now that you are back on the “submission components” page – from here you can open the consent form (blue arrow) or other study documents (yellow arrow).

Click on the “open icon” next to each item to OPEN it.