How to View/Print out the Approval Letter in INSPIR II
Log into INSPIR II at inspir.bu.edu and enter your BU username and Kerberos password. Then press “Log In”
Under “Study Assistant”, click on “My Studies”
Locate the study, and click on the "Open" icon.
Click on the “Completed Submissions” tab.
Locate the submission you want to print the approval letter for, and click on the letter icon to open it.
In the letters page, click on the icon under “View Letter” for the letter you want to view/print.
A PDF version of the approval letter will pop open. Click on the Printer icon to print it, or on the Save icon to save it on your computer, or on the email icon to send it via email as an attachment. When you’re done here, click on “Close” to close this page.
Once you’re done, you can click on “study mgmt” to jump back to the “Submissions/Study Management” page; or click on “Back” to take you back to the “Completed Submissions” page; or you can click on “Home” to take you to your INSPIR Home page.