How to Find and Open Your DRAFT Protocols in INSPIR II
Start on your Homepage
Under Study Assistant
Click on My Studies
This will bring you to a listing of all studies on which you are listed as investigator or study staff
“My Studies” Tab

- Use the “My Studies” tab to locate all “your studies”
- “My Studies” includes all human studies on which you are listed as
  - PI
  - Co-investigator or sub-investigator
  - Member of study staff such as coordinator, statistician, research nurse, etc.
  - Studies where you are listed as Admin Assistant
- Clicking on the “My Studies” tab will bring you to your personal “My Studies” page
Yellow arrows show where to search and filter.
Red arrows point to study info.
Use the scroll bar on the right to scroll down through multiple protocols.
How to Open a DRAFT Protocol
Find the protocol you wish to open on the list. Click on the OPEN icon on the left side of the screen.

Note: When you click on the Open icon, if the application draft was not completed yet, the system will take you directly to the application (see next page). If the application draft was previously completed, the system will take you to the “Submissions/Study Management” page instead (see page 10).
Below you see the individual sections of this “Draft” Application.

If the draft application was never completed, the system will take you directly to the application.

This is the draft of the IRB application for this study. This draft can be viewed by each person listed on the protocol application in Section 3.0.

Study title

This protocol has no study number yet since this is a “draft”

Study nickname
Draft Protocol

- As a draft protocol is being “built” – the sections of the protocol will appear in the left hand column.
- Sections that have not been drafted (completed) will not appear in the left hand column.
- If you change your mind as you are “building” your draft and then you make changes to the navigation page- the system will “HIDE” all sections AFTER the navigation page- you will need to go back, Section by Section, and review those pages and then click save and continue until all the sections re-appear.
- The system did not delete your answers. If you click “save and continue” they will reappear.
If the draft application was already completed and attached to the Initial Review Form packet, the system will take you to the Submissions/Study Management page.

Click on “Initial Review Submission Form” link to open.
This is the Initial Review Submission Form” packet. The Application, consent documents, and other study documents, are attached to this submission form in their corresponding tabs/sections.

To access the application, click on “Application Form” tab.
This is the Application Form section where the application should be attached.

Click on the “Edit/View” icon to open the Study Application.
This is the draft of the IRB application for this study. This draft can be viewed by each person listed on the protocol application in Section 3.0.

Below you see the individual sections of this “Draft” Application.

To go back to the “Initial Review Submission”, click on “Back”.

Study title

This protocol has no study number yet since this is a “draft”.

Study nickname

Also see notes listed in page 9.
You’re back in the Initial Review Submission Form” packet. The Application, consent documents, and other study documents, are attached to this submission form in their corresponding tabs/sections.

To access the Consent forms, click on “Consent Documents” tab.

To access the study documents, click on “Other Study Documents” tab.