How to submit a Deviation Report in INSPIR II
Login into INSPIR II, then click on “My Studies”
Locate the study that you want to submit the deviation for. And click on the Open icon next to it.
Click on the “Protocol Deviation/Violation Form” link.
Click on “Add New Form”

You also have the option to create the deviation by copying a previous deviation form. To do so, click on the check box next to an existing deviation you want to copy, and then click on “Copy Form” (green arrows)
This is the Deviation Form. Complete this form. Use the scroll bar (yellow arrow) to scroll down and fill out the rest of the form.

When you’re done. Click on “Save and Continue…”
If you're ready to submit, click on "Signoff and Submit" to proceed to the signoff page.

To exit this form and submit the deviation in a later time, click on "Exit Form".
You will get this screen which will last for a few seconds before proceeding to the next screen.

Your submission is being routed through the workflow. This operation may take several minutes.
Click on the “Approve” button, and then key in your username and kerberos password. Then click on “Save Signoff” to signoff and submit to the IRB.

Note: Any personnel can submit and signoff on the Deviation form. No other signatures are required.