How to submit an Adverse Event form in INSPIR II to report Unanticipated Problems
Login into INSPIR II, then click on “My Studies”
Locate the study that you want to submit the Adverse Event for. And click on the Open icon next to it.
Click on the “UPSER/Adverse Event Form” link.
You also have the option to create the UPSER/Adverse Event by copying a previous UPSER/Adverse Event form. To do so, click on the check box next to an existing UPSER/Adverse Event you want to copy, and then click on “Copy Form” (green arrows).
This is the UPSER/Adverse Event Form. Complete this form section by section. When you’re done with each section, click on “Save and Continue to the Next Section.”
If you're ready to submit, click on "Signoff and Submit" to proceed to the signoff page.

When you get to this page, this means that you went through all the sections of the UPSER/Adverse Event Form.

To exit this form and submit the UPSER/Adverse Event in a later time, click on "Exit Form".
Your submission is being routed through the workflow. This operation may take several minutes.

You will get this screen which will last for a few seconds before proceeding to the next screen.
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 UPSER/Adverse Event form. No other signatures are required.