Looking Up User Training Information in INSPIR

Every day, the INSPIR system downloads BUMC training information from the Collaborative Institutional Training Initiative Program (CITI Program) four times per day (every six hours) to keep INSPIR up-to-date with users’ training information. There are two ways for checking training information in INSPIR:

1- If you are checking your own training information, you can find it in INSPIR under the “My Assistant” tab, by clicking on “My Account Information” and then on “Education History” (shown in the screen shot below).

![Screen shot of INSPIR showing education history tab](image)

The system also gives you the option to upload the certificate for the corresponding training course for your records by clicking “Add a New Document” and uploading it. The IRB does not need to review such certificates, so this is optional.

2- When you are adding study staff (other than yourself) to your study, it is important that you check their training information to see if they are up-to-date with their human subjects training. This is done while you are still in the “Search User Directory” page which opens after clicking on the “Add User” button in the Study Application (Section 3) or the Internal Study Personnel Changes form (Section 1.3). After typing the last name of the user and clicking on the “Find” button, the system will display the list of users with that last name. And next to the user’s name, you will see a new feature, the “Training” icon) as shown in the screen shot below.

![Screen shot of search user directory](image)

If you click on the “Training” icon, the system will display the corresponding user’s training information as shown in the next screen shot.
Look for the “IRB” row under the “Training Group”, if the corresponding “Status” to the far right says “Active”, that means that the user’s training is up-to-date. If it says “Expired”, “Never Active”, or there is no “IRB” row, then the user is not up to date with training. The user needs to complete the CITI training as explained on the OCR website at http://www.bumc.bu.edu/ocr/certification/.

As part of the certification provided by the Principal Investigator, she/he certifies that all of the individuals listed on the INSPIR application are up to date on the required training. Therefore, it is important to get into the habit of using this new feature in INSPIR to look up users’ training information. The Investigators List, which has been used until now for this purpose, will no longer be updated with training information from the CITI Program. Only external investigators’ training information from other institutions or the VA will be entered to this list.