Adding/Removing Administrative Assistants or Study Contacts from an Already Approved Study (Section 3.0)
Administrative Assistants

- Only BU/BMC faculty and staff who will not have any contact with human subjects or their identifiable data during the study can be added as an Administrative Assistant.

- If an external investigator that is already listed in section 4 of the study needs access to INSPIR, you can add him/her as an Administrative Assistant to give them access.

- Administrative Assistants would show up in Section 3 of the IRB application.

- In order to be listed, an Administrative Assistant MUST have a BU username and Kerberos password
Study Contacts

- This role is given to anyone on the study who needs to receive the study email notifications and tasks about the study.
- This is not a real role on the study. Before anyone can be added as a Study Contact on the study, they need to have a real role on the study and thus they need to be listed somewhere else on the study such as a study staff, co-investigator, or Administrative Assistant.
- A Study Contact will also have a task created in their “Incomplete Tasks” screen every time there is a task related to this study.
- Study Contacts would show up in Section 3 of the IRB application.
- In order to be listed, a Study Staff MUST have a BU username and Kerberos password
- By default, a Principal Investigator will be listed as a Study Contact and will receive all study correspondence and tasks.
Login into INSPIR II and from your Home page, click on “My Studies” to list all the studies that you have access to.
You can use the filter or the “Find by ...” feature to locate the study or draft. Or you can just scroll down.

Once you locate the study or draft, click on “Open”.

This is my personal “My Studies” page
This opens the STUDY MANAGEMENT page for the protocol.

This is study H-31000 (red arrow)
Click on “Study Management” - blue arrow
Click on “Key Personnel”
Adding an Administrative Assistant or Study Contact

(To remove an Administrative Assistant or Study Contact skip to screen 11)
To add a Study Contact, click on "Add" in this section.

To add an "Administrative Assistant", click on "Add" in this section.

Scroll down to the bottom of this page.
When you get to the Search User Directory page (blue arrow)
1- Enter the last name (green arrow)
2- Click FIND (yellow arrow) to search for the person.
3- Once you have found the name you are looking for click on the check symbol (✓) (red arrow) to add this person to the application. This will take you back to the previous screen.

Tip – If you can’t find this person in INSPIR, check the radio button for LDAP Directory (purple arrow), and try again. If you still can’t find him/her, then they should submit the following form to IT: http://www.bumc.bu.edu/irb/request/
The person’s name that you had added should show up in that section (blue arrows). When you’re done, click on “Save Access to the Study” (Green Arrow). Click on the “Back” button if you want to exit this page (red arrow).
Removing an Existing Administrative Assistant or Study Contact
Scroll down to the bottom of this page.

Locate the name of the person you wish to remove, 1. click on the small check box next to the name to check it and 2. click on “Remove”.

When you’re done, Click on “Save Access to the Study” (green arrow) and then click on the “Back” button (red arrow) to exit this page.