How to Find and Open Your DRAFT Protocols in INSPIR II
From your Home page, click on “My Studies” to list all the studies that you have access to.
“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
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
Note: When you click on the Open icon, one of the following will happen:

- If the Study Application draft was not completed yet, the system will take you directly to the Study Application (see next page).
- If the Study Application draft was previously completed and attached to the “Initial Review Submission Form”, the system will take you to the “Submissions/Study Management” page instead (see page 8).
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.

If the Study Application draft was never completed, the system will take you directly to the Application.
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 later make a change to a question that drives the branching of this form (such as those in the “Review Path Determination” section), it is important that you click “Save and Continue” throughout the Study Application. Depending on the changes that you have made, the system might display new sections that you need to complete and/or might hide completed sections that are no longer needed. In such a case, subsequent sections are temporary hidden but not deleted and will reappear (with your answers) if a section is still needed. You need to keep clicking “Save and Continue” until the Study Application is fully completed.
If the draft application was already completed and attached to the Initial Review Submission Form packet, the system will take you to the Submissions/Study Management page. Click on “Initial Review Submission Form” link to open.
To access the application, in the “Study Application Form” section, 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.

If you make additional changes, you need to click “Save and Continue” throughout the “Study Application” in case your change will prompt additional questions in a subsequent section. When you reach the last section and you click “Save and Continue”, the system will run a “Completeness Check” and transition you back to the “Initial Review Submission” form if there are no additional questions to address.

You can go back to the “Initial Review Submission” by clicking on “Back”.

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 sections.

“Consent Documents” section is where you add a new consent forms or modify existing ones.

“Other Study Documents” section is where you add a new study document or modify existing ones.