How To Assign a Proxy for a Department Chair/Section Chief

- If you signoff as the Department Chair/Section Chief on studies conducted in your department, make sure that you appoint an appropriate person to signoff on your behalf in your absence.

- It is important that the covering person has the appropriate background/credentials to serve the role in your absence.

- The research proxy should be set up before you leave and must be removed when you return.

Type "https://inspir.bu.edu" in the web browser's address bar and click "Enter"; or click on this link: https://inspir.bu.edu. **This will bring you to this INSPIR II log-in page**

Log In

BOSTON UNIVERSITY **BOSTON MEDICAL** EXCEPTIONAL CARE. WITHOUT EXCEPTION.

INSPIR II
Integrated Network for Subject Protection In Research

Username (not email):

1

Password:

2

3 **Log In**

System/Browser Requirements

- You can Login using your BU username (e.g. "jdoe" if your BU email is "jdoe@bu.edu") along with your BU Kerberos password

OR

- You can Login using your BMC username (first 2 letters of your first name followed by the first 5 or 6 letters of your last name, same one you use in EPIC) along with your BMC password.

Type in your username and password and then click on "Log In".

INSPIR II Home   INSPIR II Manual   IRB Review Times   User Satis-faction

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Version 11.02 Build 140 Updated 2019/08/15 11:39

It is a violation of Institutional policy to log in using someone else's username and password or to give your username and password to someone else

My Workspaces ▾   Study Assistant

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

This is my home page

By the Numbers

Submissions in Process	Forms Pending Submission	Pending My Response	High
54	53	4	

Tasks

All Tasks	**35**
Study Tasks	**33**

Hover your mouse pointer over "My Profile" to extend the dropdown list and then click on
My Account

Acco...
Depa...
Path:

**This is My Account Page
sub-page: Profile**

...uncements **1**   (?) Help   👤 **My Profile ▼**

My Workspaces ▼   My Profile   ~~My Account - Khaled Khattar, BA~~   ◀ **Back**

Save Changes

Profile
Biosketch, CV, Pubs
Training History
Medical Licenses
Signature
Disclosures
Signoff Availability
Notes

* **Last Name:** Khattar   **First Name:** Khaled   **Middle Name:** [   ]

Job Title: Application Support Specialist

Contact Information
(* fields required)

Use for System Notifications

Status: Active

Degree: BA ▼   * **Email Address:** kkhattar@bu.edu   ⦿

Gender: Male ▼   * **Phone:** (617) 638-7203

Employee ID: **Cell Phone:** [   ]

Specia...   **Pager:** [   ]

Click on "Signoff Availability"

Fax: 617-638-7234

Relationship to Institu...   **Address:** Robinson 4, Room 414I

Affiliation:

[Add]   [Remove]

Department(s)

☐ BUSM or Dental Faculty/Staff

• BMC/BUMC-Institutional Review Board(IRB)

Representational capacity   ○ Scientist   ○ Non-Scientist

Account: Khaled Khattar, BA
Department: BMC/BUMC - *MED* - Institutional Review Board
Path: Home

Announcements **1**

(?) Help

My Profile ▾

⏻ Log out

My Workspaces ▾ | My Profile | **My Account** - Khaled Khattar, BA | ◀ **Back**

Add Alternate Signoff | Save Changes

| Profile |
| Biosketch, CV, Pubs |
| Training History |
| Medical Licenses |
| Signature |
| Disclosures |
| **Signoff Availability** |
| Notes |

I am Available for reviewing submissions for signoff: ● Yes ○ No

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
	No alternates have been selected		

To add a proxy, click on the "Add Alternate Signoff" button.

My Workspaces ▼   My Profile   **Search User Directory**   ◀ Back

Save Selected User(s)

Directory Browse/Find:
Last Name: khattar
First Name:
by Department: All Departments

Find

1- Type in the person's last name.
2- click on "Find"

1

2

Check for Multiple	Select User	Training	User Name	Department	Email	LDAP ID 1	LDAP ID 2
☐	✓	🎓	Khattar, Khaled, BA	Institutional Review Board (primary)	kkhattar@bu.edu		

3

3- Once that person's name is found and listed above, click on the check mark to select it.

Now you need to tell the system that you are not available for signoff anymore.

Account: Khaled Khattar, BA
Department: BMC/BUMC - *MED* - Institutional Review Board
Path: **Home**

Announcements **1**   ? Help   ● My Profile ▾   Log out

My Workspaces ▾   My Profile   **My Account - Khaled Khattar, BA**   ◀ Back

2- Click "No"
3- Click on "Save Changes".

Save Changes

3

	Profile
	Biosketch, CV, Pubs
	Training History
	Medical Licenses
	Signature
	Disclosures
	Signoff Availability
	Notes

I am Available for reviewing submissions for signoff: ○ Yes ● No

2

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
⊗	👤 Khaled Khattar, BA	1	Department Chair/Section Chief ▾

1

The proxy's name should show up here.

1- Make sure you select Department Chair /Section Chief or the appropriate role.

Note: It is important to select "No" before saving. If you don't, the system will not route signoff notifications to the assigned proxy even if s/he is listed here..

Announcements 1   Help   My Profile ▾   Log out

My Workspaces ▾   My Profile   Account - Khaled Khattar, BA   ◀ Back

Add Alternate Signoff

I ... ilable for reviewing submissions for signoff: ○ Yes ◉ No

	Alternate Signoff		

Profile
Biosketch, CV, Pubs
Training History
Medical Licenses
Signature
Disclosures
Signoff Availability
Notes

Remove	Alternate Reviewer	Order	Role
⊗	Khaled Khattar, BA	1	Department Chair/Section Chief ▾

If you're done, click on "Home" or "Back" to exit to your Home page.

How To Remove a Proxy and Make Yourself Available for Signoff

? Help

👤 My Profile ▾

Log out

My Workspaces ▾ | My Profile | My A...

◀ Back

To get back to this web page, follow the instructions in screens 2 through 4.

Add Alternate Signoff | Save Changes

Profile
Biosketch, CV, Pubs
Training History
Medical Licenses
Signature
Disclosures
Signoff Availability
Notes

I am Available for reviewing submissions for signoff: ○ Yes ◉ No

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
⊗	👤ⁱ Khaled Khattar, BA	1	Department Chair/Section Chief ▾

Click on the (X) icon to remove a person from being your signoff proxy

Announcements

? Help

My Profile ▾

Log out

My Workspaces ▾   My Profile   **My Account - Khaled Khattar, BA**   ◀ Back

Add Alternate Signoff   Save Changes

| Profile |
| Biosketch, CV, Pubs |
| Training History |
| Medical Licenses |
| Signature |
| Disclosures |
| **Signoff Availability** |
| Notes |

I am Available for reviewing submissions for signoff: ○ Yes   ● No

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
✕	Khaled Khattar, BA	1	Department Chair/Section Chief ▾

Are you sure you want to delete selected item?

CONFIRM   CANCEL

Click on "Confirm" to proceed.

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MEDICAL
CENTER
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My Profile ▾

⏻ Log out

My Workspaces ▼

My Account - Khaled Khattar, B.A.

◀ Back

Now you need to tell the system that you are now available for signoff.

1- Click "Yes"
2- Click on "Save Changes".

2 ➡ Save Changes

| Profile |
| Biosketch, CV, Pubs |
| Training History |
| Medical Licenses |
| Signature |
| Disclosures |
| **Signoff Availability** |
| Notes |

I am Available for reviewing submissions for signoff: ○ Yes ◉ No   ◀ 1

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
	No alternates have been selected		

Note: Please don't forget to change this to "Yes" and save. If you don't, no one will receive signoff notifications.

Announcements **1**

? Help

👤 My Profile ▾

⎋ Log out

My Workspaces ▼

My Profile — **Account** - **Khaled Khattar, BA**

◀ **Back**

Add Alternate Signoff

Save

Profile
Biosketch, CV, Pubs
Training History
Medical Licenses
Signature
Disclosures
Signoff Availability
Notes

I am Available for reviewing submissions for signoff: ● Yes ○ No

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
	No alternates have been selected		

If you're done, click on "Home" or "Back" to exit to your Home page.