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.
Go to “https://inspir.bu.edu”. Key in your BU username and kerberos password, then click on “Log In”.
This is my home page

Hover your mouse pointer over “My Assistant” and then click on My Account Information.
Click on “Signoff Availability”
To add a proxy, click on the “Add” button.
1- Type in the person’s last name.
2- Click on “Find”
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.

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

2- Click “No”

3- Click on “Save Changes”.

The proxy’s name should show up here.

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.
If you're done, click on "Home" to exit to your Home page.
How To Remove a Proxy and Make Yourself Available for Signoff
To get back to this web page, follow the instructions in screens 2 through 5.

1- click on the small check box to select the person you want to remove.

2- Click on the “Delete” button.
Now you need to tell the system that you are now available for signoff.

1- Click “Yes”
2- Click on “Save Changes”.

Note: Please don’t forget to change this to “Yes” and save. If you don’t, no one will receive signoff notifications.
If you're done, click on "Home" to exit to your Home page.