

1. Please go to the BUMC IRB link <http://www.bumc.bu.edu/ohra/required-training/> and register with CITI as a Biomedical Researcher.

2) Complete the 4 CITI training certifications:

- HIPAA
- Protection of Human Subjects
- Good Clinical Practice
- Institutional Standard Operating Procedures (SOPs)

3) When you have completed the trainings, please forward to Margaret LaVoye mlavoye@bu.edu

- 4 CITI certificates
- BU email
- BU ID number

4) Then, follow these instructions to get INSPIR access:

<https://inspir.bu.edu>

FYI when you're logging in, make sure to use your Boston University Kerberos username (BU email address). Any other email will not work.

Redcap signup:

Go to the CTSI webpage:

<http://www.bu.edu/ctsi/tools/http://www.bu.edu/ctsi/tools/>

Scroll down to click on REDCap.

Choose "Request user access for REDCap".

Fill out the online form and submit the "End User License Agreement" to the Tasha Coughlin (tawatson@bu.edu)