How to send a Study Correspondence in INSPIR

Study Correspondence is used to send an email correspondence about a specific study or submission within INSPIR. These communications will be saved as part of the correspondence history in the study for future reference.
When you login into INSPIR II (https://inspir.bu.edu/), you will get to this page. This is your Home page. Click on “View and Manage My Studies” and proceed to the next slide.
The system will scroll your Home page down to the “All Studies” section.

You can use the “Search” box to locate the study. Or you can just scroll down.

Once you locate the study that you want to close, click on the “Open” icon.
This will open the “Submissions” page.

Click on “Study Correspondence”
Click on “Add A New Correspondence” button
1) Type in the subject and the content of the correspondence

2) Click on “Recipients”
1) Check the small box next to each recipient who will be receiving this correspondence. Only check the ones with actual names next to them (e.g. don’t check “Expedited” since it is not a real user in the system).

2) When you’re done selecting all recipients click on the “Save Changes” button.
Option 1 - If you don’t have any additional recipients and no files to attach, double check that all info in this correspondence is accurate and then click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email... And you’re done.

Option 2 - If you want to send this to someone that is not on the study or is not in INSPIR, click on “Additional Recipients” and move to the next page.

The recipients' names would show up here.
Adding Additional Recipients

**Adding Additional Recipients**

Click on the “Add A new Contact” button.
1) Type in the name and email address of the recipient.

2) Click on the “Save and Return” button.
Option 1 - If you don’t have any files to attach, double check that all info in this correspondence is accurate and then click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email… And you’re done.

Option 2 - If you want to attach a document to this correspondence before sending it, click on the “Add Attachment” button and move to the next page.

The additional recipients’ names would show up here.
Adding a file attachment to the correspondence

1) Type in a title for the attachment.

2) Drag and drop your document inside the “*Load the document into iRIS:” box; or click inside this box and follow the popup prompts to upload your attachment.
Adding a file attachment to the correspondence

Click on “Save And Return”.

The saved attachment would show up here.
Double check that all info in this correspondence is accurate. When ready, click on the “Save & Send Correspondence” to save the correspondence and at the same time send it as an email. And you’re done.