

# 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.

### 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

### By the Numbers

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

### Tasks

All Tasks	35
Study Tasks	33



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.

Search for RB Number, Title, Alias Search

All Studies Recently Used Study S

All Draft

51 result(s) found... 1 - 10

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal	Actions
	Exempt - limited IRB review	IRB	H-31000		testing signoff		
	Inactive - Administratively Closed	IRB	H-31293		testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-35016		testing 2		
	Draft	IRB	H-38079		9-27-12 - 2	Khattar, Khaled, BA	
	Draft	IRB	H-41022		test initiate irb through Velos 6-8-21		
	Draft	IRB	H-41826	06/09/2022	test-study-nickname	Khattar, Khaled, BA	
	Expired	IRB			MASTER 2020 DRAFT APPLICATION		

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.

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

Account: Administrator  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home

Help My Profile Log out

My Workspaces **Study Submissions** Back

IRB Number: **H-31000**  
Study Alias: 2-18-2011-  
PI: Administrator

Study Status: Exempt - limited IRB review IRB Number: H-31000 Study Title: Testing

Submissions Study Management

Close Exempt Study Current Approval Packet

**Protocol Items**

- Study Application
- Informed Consents
- Other Study Documents

**Submission Forms**

**Available Forms**

- Change Request and Amendments
- Contact Information Change Request Form

**Submissions History**

**Study Correspondence**

**Submission(s)**

Track Location	Request Type	Process Submission
	Click on the hyperlink to edit/view the submission.	Send Submission
	Continuing Review Submission Form	Send Submission
		Send

Click on "Study Correspondence"

Study Status: Exempt - limited IRB review IRB Number : H-31000 Study Title : Testing

Print Friendly Add A New Correspondence Delete Selected Correspondence

81 result(s) found... 1 - 10

<input type="checkbox"/>	View Message	Author	Subject
<input type="checkbox"/>		<a href="#">Post a Reply to this Topic / Forward this Topic</a>	
<input type="checkbox"/>		Administrator	Posted: Delivery in Progress 2-18-2011- H-31000 - Outcome Letter Notification (attachment)
<input type="checkbox"/>		<a href="#">Post a Reply to this Topic / Forward this Topic</a>	
<input type="checkbox"/>		Administrator	Posted: 12/01/2022 03:42 PM EST 2-18-2011- Notice of Study Expiration
<input type="checkbox"/>		<a href="#">Post a Reply to this Topic / Forward this Topic</a>	
<input type="checkbox"/>		Administrator	Posted: 11/08/2022 12:01 AM EST 2-18-2011- Notice of Study Expiration
<input type="checkbox"/>		<a href="#">Post a Reply to this Topic / Forward this Topic</a>	
<input type="checkbox"/>		Administrator	Posted: 12/03/2021 03:04 PM EST 2-18-2011- Additional Submission Signoff Notification
<input type="checkbox"/>		<a href="#">Post a Reply to this Topic / Forward this Topic</a>	

Click on "Add A New Correspondence" button

Study Status: Exempt - limited IRB review IRB Number : H-31000 Study Title : Testing

Save Draft Correspondence Save & Send Correspondence

\*Send Email

\*Subject

\* Recipient(s):

Add Recipient(s):

Add Recipient(s):

Add Recipient(s):

Attachments

Add Attachment

No Attachments have been added to this message

Total Attachment(s) allowed: 200 MB

\*Content

1) Type in the subject and the content of the correspondence

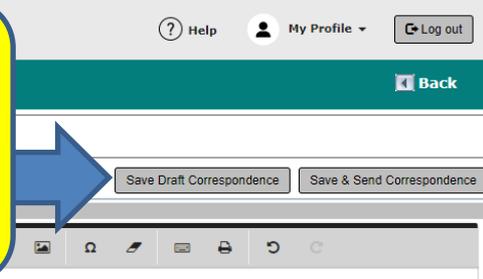
2) Click on "Recipients"

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).

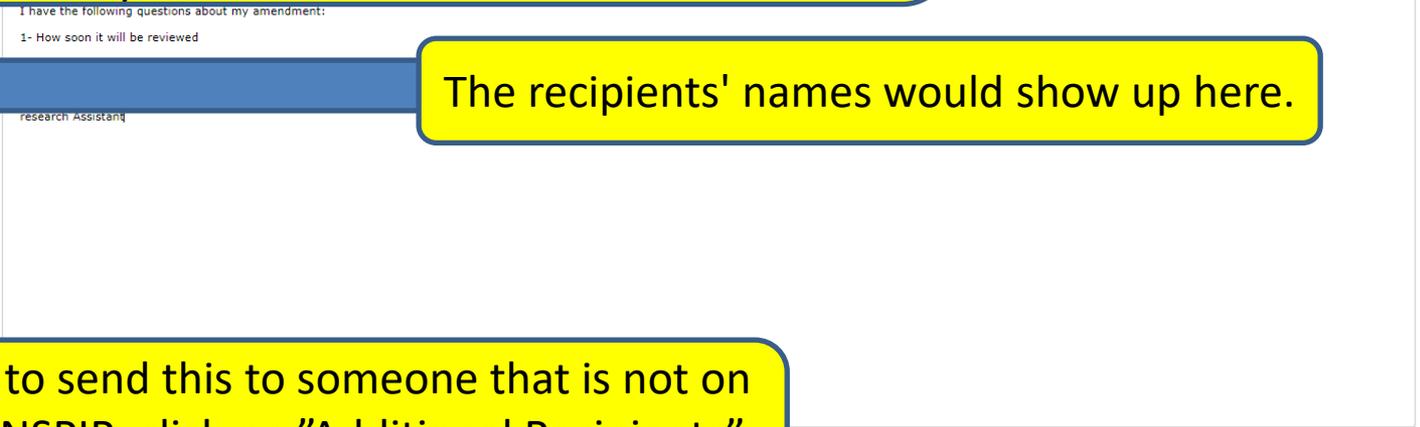
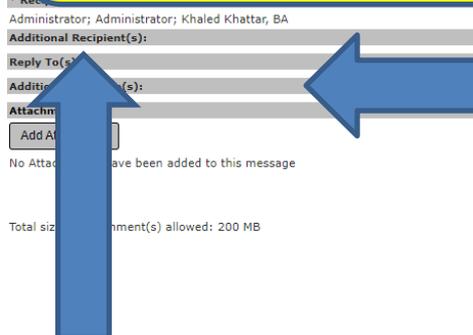
2) When you're done selecting all recipients click on the "Save Changes" button.

Contacts	Role	<input type="checkbox"/>	
<b>Study Personnel</b>			
Investigator	Investigator	<input checked="" type="checkbox"/>	Administrator
Investigator	Investigator	<input type="checkbox"/>	Crowley, Emily, MPH
		<input type="checkbox"/>	Finn, Brandon, BA, CIP, Senior IRB Analyst
		<input type="checkbox"/>	Franco, Daly, BA, CIP, Senior IRB Analyst
		<input type="checkbox"/>	Swain, Carolyn, MPH, CIP, Senior IRB Analyst
		<input type="checkbox"/>	Testerman, Mark, BS, CIP, Senior IRB Analyst II
Assistant	Assistant	<input type="checkbox"/>	Alvarenga, Jorge
Author	Author	<input type="checkbox"/>	Administrator
		<input checked="" type="checkbox"/>	Administrator
		<input checked="" type="checkbox"/>	Khattar, Khaled, BA
		<input type="checkbox"/>	Khattar, Khaled, BA
Assistant	Assistant	<input type="checkbox"/>	Alvarenga, Jorge
		<input type="checkbox"/>	Ennever, Fanny Knox,
		<input type="checkbox"/>	Khattar, Khaled, BA
		<input type="checkbox"/>	Merrill, Jamie, MPH, I
		<input type="checkbox"/>	Roth, Mary-Tara, RN,
<b>IRB CRRO/OHRA Office</b>			
	Coordinator	<input checked="" type="checkbox"/>	(IPS), Investigational
		<input type="checkbox"/>	Damus, Karla, PhD MS
		<input type="checkbox"/>	Ennever, Fanny Knox,
		<input type="checkbox"/>	Ennever, John F., MD,
		<input type="checkbox"/>	Roth, Mary-Tara, RN,
<b>IRB Executive Board</b>			
	Coordinator	<input checked="" type="checkbox"/>	Administrator
		<input type="checkbox"/>	Ennever, John F., MD, PhD
		<input type="checkbox"/>	Khattar, Khaled, BA
<b>IRB Panel Blue</b>			
	Coordinator	<input checked="" type="checkbox"/>	(Exp), Panel Blue - Expedited
		<input type="checkbox"/>	(FB), Panel Blue - Full Board
		<input type="checkbox"/>	Administrator
		<input type="checkbox"/>	Crowley, Emily, MPH
		<input type="checkbox"/>	Ennever, John F., MD, PhD
		<input type="checkbox"/>	Finn, Brandon, BA, CIP, Senior IRB Analyst
		<input type="checkbox"/>	Franco, Daly, BA, CIP, Senior IRB Analyst

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.



The recipients' names would show up here.



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.

# Adding Additional Recipients



Account: Administrator  
Department: BMC/BJMC - MED - Institutional Review Board  
Path: Home > study mgmt. > correspondence list > study correspondence

Help My Profile Log out

My Workspaces

Study

Correspondence Additional Contacts

Back

Add A New Contact

Save And Return



Name

E-mail Address

No Additional Recipients have been added.

Click on the "Add A new Contact" button.

# Adding Additional Recipients

Add A New Contact

Remove Selected Contacts

Save And Return

	Name	E-mail Address
<input type="checkbox"/>	Jane Doe	jdoe@bu.edu

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.

Save & Send Correspondence

**\*Send Email**

**\*Subject**  
Questions about my amendment

**\*Recipient(s):**  
Administrator; Administrator; Khaled Khattar, BA

**Additional Recipient(s):**  
Jane Doe

**Reply To(s):**

**Additional Reply To(s):**

**Attachments**  
Add Attachment

No Attachments have been added to this message

Total size of attachment(s) allowed: 200 MB

**\*Content**

Font Family 12

2- Will I get notifications

Thank you,  
research Assistant

The additional recipients' names would show up here.

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.

## Adding a file attachment to the correspondence

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

Account: Administrator  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home > study mgmt. > correspondence list > study correspondence

Help My Profile Log out

My Workspaces Study **Add Attachment** Back

\*Title:

\*Load the document into iRIS: Drag your file here or click in this area.

Save And Return

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



The saved attachment would show up here.

\*Title:

\*Load the document into iRIS: Drag your file here or click in this area.

Save And Return



Click on "Save And Return".

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.

**\*Send Email**

**\*Subject**

**\*Recipient(s):**  
 Administrator; Administrator; Khaled Khattar, BA

**Additional Recipient(s):**  
 Jane Doe

**Reply To(s):**

**Additional Reply To(s):**

**Attachments**

 **Email Attachment.docx**

*Click Attachment Name to View*

Total size of attachment(s): 27.30 KB  
 Total size of attachment(s) allowed: 200 MB

**\*Content**

**B I U S x<sub>2</sub> x<sup>2</sup> Font Family 12**

**I have the following questions about my amendment:**

- 1- How soon it will be reviewed
- 2- Will I get notifications

Thank you,  
 research Assistant

