

Downloading/Printing training certificate(s) previously uploaded into an INSPIR profile

- Downloading/printing training certificate(s) previously uploaded into your own INSPIR profile (next slide).
- Downloading/printing training certificate(s) previously uploaded into INSPIR profiles for other study personnel (skip to slide # 7).



Downloading/Printing training
certificate(s) previously uploaded into
your own INSPIR profile

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

- 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”.

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

INSPIR II

Integrated Network for Subject Protection In Research

Username (not email):

Password:

Log In

[System/Browser Requirements](#)



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

This is my home page

Featured Study Operations

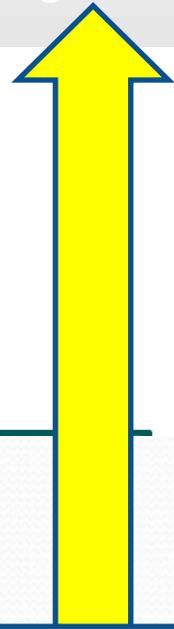
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

By the Numbers

Submissions in Process	Forms Pending Submission	Pending My Response	High
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

This is My Account Page sub-page: Profile

Save Changes

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

Click on "Training History"

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

Job Title: **Contact Information (required):** **Use for System Notifications:**

Address: kkhattar@bu.edu

*** Phone:** (617) 638-7203

Cell Phone:

Pager:

Fax: 617-638-7234

Mailing Address: Robinson 4, Room 414I

Department(s):

- BMC/BUMC-Institutional Review Board(IRB)

Specialty:

Relationship to the Institution: Affiliated Non-Affiliated

Affiliation:

BUSM or Dental Faculty/Staff

Representational capacity: Scientist Non-Scientist

My Workspaces

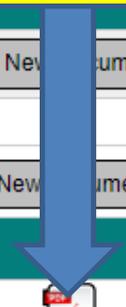
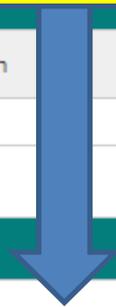
My Profile

My Account

You will be brought to the "Training History" page. Click on the document icon to download a copy of your training certificate and follow the prompts.

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

Training Group - Course				COURSE DATE	COURSE EXPIRATION	SCORE	
BUMC Certification in Human Subject Protection				09/01/2004	06/30/2017		Add a New Document
BUMC HIPAA Module - Basic Course				09/27/2016			Add a New Document
Remove	Edit/View	Document Title					
		My HIPAA Training Certificate					103.98 KB
BUMC HIPAA and Research Data Security - Basic Course				09/27/2016			Add a New Document
Conflicts of Interest - Basic Course				12/19/2018	12/18/2022		Add a New Document
Medical Campus Biomedical Researchers - Refresher Stage				02/16/2016	02/15/2019		Add a New Document





Downloading/Printing training
certificate(s) previously uploaded into
an INSPIR profile for other study
personnel

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”**

54 result(s) found...

1 - 10

The system will scroll your Home page down to the "All Studies" section.

All Studies Recently Used Study Status Search for RB Number, Title, Alias Search

All Draft IRB

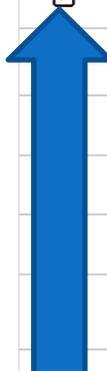
52 result(s) found...

1 - 10

Click to open Study Dashboard	Study Status	Review Board	RB Number	Actions
	Pending - Initial Review	IRB	H-35910	Hide Exempt Copy Delete Correspond
	Draft			Hide Exempt Copy Delete Correspond
	Draft	IRB	H-36572	Hide Exempt Copy Delete Correspond
	Draft	IRB	H-38440	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-35016	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Exempt	IRB	H-26637	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			Demo Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
			Demo Protocol for Instructions	
			Demo Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
			IS THERE A CORRELATION BETWEEN HUMAN SUBJECTS ...	
			26637 Cruz, Ricardo, MD	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			COSA-PSYCHOMETRIC STUDY (REVISED)	
			29042 Kramer, Jessica	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			asdf	

You can use the "Search" box to locate the study or draft. Or you can just scroll down.

Once you locate the study, click on the "Open" icon



- This will bring you to the study's "Submissions/Study Management" page. Click on the "Study Management" tab to go there.

My Workspaces

Study Status: Pending - Initial

Submissions Study Management

Protocol Items

- Study Application
- Informed Consents ▶
- Other Study Documents ▶

Submission Forms

Available Forms

- Change Request and Amendments
- Contact Information Change Request Form
- Continuing Review Submission Form
- Final/Closure Report Form
- Initial Review Submission Form
- Internal Study Personnel Changes
- Protocol Exception Form
- Reportable Events and New Information Form
- StudyFinder Form

Subforms Attachments

(Read-only)

- Recruitment Materials
- Sample Collection

- Submissions History
- Study Correspondence

Outstanding Submission(s)			
Track Location	Ref Number	Request Type	Process Submission
	925256	Click on the hyperlink to edit/view the submission. IRB has requested a Submission Response for Initial Review Submission Form	<input type="button" value="Send Submission"/>

- This will bring you to study's "Study Management" page. Click on "Study Summary/Profile" to go there.

Study Details

- Study Summary/Profile
- Screen Access
- Key Personnel
- External Personnel
- Department Access

Study Tasks

- Study Notebook

Sponsors & Subrecipients

- Sponsor

Drugs and Devices

- Drug/Biologic/Chemical agents
- Devices

Enrollment Criteria

- Inclusion Criteria
- Exclusion Criteria

Enrollment Reports

- Targeted Enrollment Table
- Total Inclusion Enrollment Table

Study Title:
Status:
Study Alias
Phase:
Storage Code:
Research Type:
Therapeutic Area:
Accrual Target:
Current Enrollment:
Radiation Use:
FDA Regulated:
Emergency Use:



Current Enrollments: 0
Accrual Ceiling:
Peds Category:
Study Classification:
Has IND/IDE: No

Study Department(s)	
Name	Is Primary
BMC/BUMC - BMC - Nursing	Yes

Study Personnel

Principal Investigator: Administrator, --none--

Study Contact:  Khaled Khattar, BA

Department Administrator:  Administrator, --none--

 IRB

IRB Number:	H-35910	Is Ceded From:	No
IRB of Record:	Yes		
Committee of Record:	--none--		
IRB Initial Approval:			
Review Cycle:	Annually		

- This will bring you to study's "Study Summary" page. All study personnel would be listed in the "Study Personnel" section. Click on the "Profile" icon next to the investigator's name to view his/her profile and training info.

Account: Khaled Khattar, BA
 Department: BMC/BUMC - MED - Institutional Review Board
 Path: Home > study.mgmt.

IRB Number: **H-35910**
 Study Alias: Testing Checklist Expedited/Ful...
 PI: Administrator, --none--

My Workspaces | Study Assistant | Study Summary | Back

Study Status: Pending - Initial Review | Testing Checklist Expedited/Full Board 12-2-2016

User Information - Khaled Khattar, BA

Contact Information

Last Name: Khattar | First Name: Khaled | Middle Name: | Suffix: | Contact Information: | Job Title: Application Support Specialist | Email Address: kkhattar@bu.edu | Degree: BA | Primary Number: (617) 638-7203 | Employee ID: | Cell Number: | Specialty: | Pager Number: | Relationship to the Institution: Affiliated Non-Affiliated | Fax Number: 617-638-7234 | Affiliation: BUMC or Dental Faculty/Staff | Mailing Address: Robinson 4, Room 4141 | Department(s): BMC/BUMC-Institutional Review Board | Location: |

Training History

Training Group	Course	Course Date	Course Expiration	Score
	BUMC Certification in Human Subject Protection	09/01/2004	06/30/2017	
	BUMC HIPAA Module - Basic Course	09/27/2016		
	My HIPAA Training Certificate			
	BUMC HIPAA and Research Data Security - Basic Course	09/27/2016		
	Conflicts of Interest - Basic Course	12/19/2018	12/18/2022	

IRB of Record: Yes
 Committee of Record: --none--
 IRB Initial Approval:
 Review Cycle: Annually
 IRB Expiration Date:

- This will bring you to that investigator's "User Information" page. Here, you can check the investigator's profile and training information. To download/print out a training certificate that was previously uploaded, click on the document icon for that certificate and follow the prompts.