How to Check the Status of a Submission in INSPIRE II
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

1. 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

2. 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”.

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.
When you login into INSPIR II (https://inspir.bu.edu/), you will get to this page. This is your Home page.

Under **Study Assistant** tab,

Click on **“View the Submission History for one of My Studies”**
The system will open the “Study Submission History” popup screen.

You can use the “Search” box to locate the study or draft.

Once you locate the study, click on the “Select” icon.

If you have more than 10 studies, you would click on the arrow to navigate to the next 10 studies.
The system will open the “View Study Submission History” popup screen. This screen will display all submissions related to the selected study. This includes form submissions like Initial Review Submission Form, Change Request and Amendments, Continuing Review Form, Internal Study Personnel Change Form, and Final/Closure Report, among others.

1- Locate the form submission (in some cases there is more than one)
2- To view the current status of that submission and all the steps it went through, click on the corresponding “View Details” (+) icon.
Clicking on the “View Details” (+) icon will reveal the History graph for that specific form submission among other submission details.

This page displays the workflow of the stages taken by this submission. The one that is highlighted in orange is where the submission currently is.

For more details, click on the orange icon to display all steps taken by this submission.
Clicking on the orange icon will display all steps taken by this specific submission. These steps are sorted by Date Created in ascending order. To view the last step, you can scroll down using the scroll bar.
The last step is where this submission currently stands. There is useful information here such as whether a step was completed or not (green arrow), description of the step (purple arrow), Submission Components (yellow arrow), Review Process (i.e. On Agenda, Expedited, Exempt, etc.) (blue arrow), Review Outcome (i.e. Approved, Conditionally Approved, Deferred, etc.) (red arrow), and you can view the outcome letter (when one is issued) by clicking “View Letter” icon (orange arrow).

The image shows the submission history with details such as completion status, date submitted, date completed, and time taken. Arrows indicate the progression of the submission through various steps.