

# How to Check the Status of a Submission in INSPIR II

- Log on into INSPIR.
- This will bring you to your Homepage

**Account:** Khaled Khattar, BA ( You are working under someone else's account. Click here to return to your account)

**Department:** BMC/BUMC - MED - Institutional Review Board

Home Logout Help

My Assistant

Study Assistant

Welcome Khaled Khattar, BA ( Last Login: 03/08/2017 02:43 PM EDT )

- Add a New Study
- My Studies
- Study Form
- My Current Approvals
- Upcoming Renewals
- My Appointments
- Unassign Study Assistant from the Content Dashboard

My Current Approvals 11

Upcoming Renewals 12

My Appointments 2

Open Dashboard 1

Open Dashboard 2

1

2

Hover your mouse pointer over "Study Assistant" and then click on My Studies

**My Studies**

Back

Display my Studies by:

IRB Number

- Most Recently Used Studies:
- Filter my Studies by study status:
- Include Studies that have not been assigned an IRB Number
- Show Hidden Studies  Yes  No

Find by IRB Number:  Find

Find by Study Nickname:  Find

45 result(s) found...

1 - 45

Click to open	View Details	Study Status	IRB Number	IRB Expiration	Study Nickname Study Title	Principal Investigator	Current Approval Packet	Copy Study	Delete Study	Hide
		Pending - Initial Review	H-35910		Testing Checklist Expedited/Full Board 12-2-2016 Testing Checklist Expedited/Full Board 12-2-2016	Administrator				
		Approved / Open - Expedited	H-31000	01/29/2018	2-18-2011 Testing	Administrator				
		Draft			Expedited/Full Board 11-17-2015 Expedited/Full Board 11-17-2015	Khattar, Khaled, BA				
		Draft	H-28997		28997 YOUR PROTOCOL TITLE	Khattar, Khaled, BA				
		Draft	H-35402		Demo Study Study for Demo	Khattar, Khaled, BA				
		Draft	H-34975		Test on 2/23/2016					
		Draft			10-28-15 WIRB Cede Review Application	MD IRB Director				
		Draft			Cede Review Option 3 Application Institution A 11-18-15 Cede Review Application Option 3: Reviewing Institution	Ennever, John, MD, PhD IRB Director				
		Draft	H-34575		Cede Review 10-29-2015 Cede Review 10-29-2015	Administrator				

Locate the study, and click on the "+" icon to view details.

This will display the "Submissions History" table.

My Studies

Display my Studies by:

IRB Number

Most Rec...
  Filter my...
  Include St... IRB Number

Show Hidden Studies  Yes  No

Back

Find

Find

45 result(s) found... 1 - 45

Click to open	View Details	Study Status	IRB Number	IRB Expiration	Study Nickname	Principal Investigator	Current Approval Packet	Copy Study	Delete Study	Hide
					Testing Checklist					
		Draft			11-17-2015					
		Draft	H-28997		Expedited/Full Board 11-17-2015					
		Draft			28997					
		Draft	H-35402		YOUR PROTOCOL TIT					
		Draft			Demo Study					
		Draft	H-34975		Study for Demo					
		Draft			Test on 2/23/2016					
		Draft	H-31173		Cede Review					
		Expired		12/25/2016	Test on 2/23/2016					
					3-16-2011					
					Testing 3-16-2011					
















Any submitted submission that has not yet received a final outcome from the IRB is considered as still "in process" and would appear in the "Submissions in Process" tab

Any submission that has received a final outcome from the IRB (i.e. Approved, Closed, Withdrawn, etc.) would appear in the "Completed Submissions" tab (see page 6)

Submissions in Process			Completed Submissions		
Reference Number	Track Location	Status	Request Type	Details	Review Board
437419			Change Request & Amendments		
			Change Request & Amendments	IRB	
					Expedite
					Conditionally Approved-Pending Changes
					09/04/2015 01:03:45 PM EDT

- 1- Locate the submission (in some cases there is more than one)
- 2- To view the current status of the submission and all the steps it went through, click on "Track Location" (see next page)

The Submission Tracking page gives you information about when, who, and what was completed throughout the life of this submission, including information about which IRB analyst was assigned to it and what review process.

Status	View Details	Date Received / Date Completed		Event Description
		10/29/2013 08:47 AM EST		IRB returned the submission with the outcome of Conditionally Approved-Pending Changes
		10/29/2013 08:45 AM EST 10/29/2013 08:45 AM EST		IRB assigned a Pre-review action of Expedite
		10/29/2013 08:45 AM EST 10/29/2013 08:47 AM EST		Administrator, BA has been assigned as the analyst.
		10/29/2013 08:44 AM EST 10/29/2013 08:44 AM EST		All study personnel have been verified with up to date training records.
		10/29/2013 08:44 AM EST 10/29/2013 08:47 AM EST		IRB received the submission
		10/29/2013 08:43 AM EST 10/29/2013 08:44 AM EST		Khaled Khattar, BA as Principal Investigator review and apply signoff
		04/30/2012 12:41 PM EST 10/29/2013 08:43 AM EST		Change Request & Amendments is waiting to be submitted



The green arrow icon indicates that this step has been completed



The blue circle with circular arrow icon indicates that this step is still pending



The canceled icon indicates that this step was canceled. This only applies to signoff steps where multiple people are assigned as signatories to the same group/office. Since only one person from the same group needs to signoff, once completed, the rest of the signoffs from the same group/office will be canceled.

**My Studies**

Back

Display my Studies by:

IRB Number

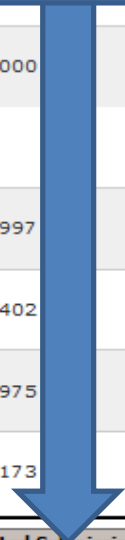
- Most Recently Used Studies:
- Filter my Studies by study status:
- Include Studies that have not been assigned an IRB Number
- Show Hidden Studies  Yes  No

Find by IRB Number:  Find

Find by Study Nickname:  Find

If the submission you're looking for is not listed under "Submissions in Process", then click on the "Completed Submissions" tab to find it there.

Track Location	Status	IRB Number	Date	Request Type	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received
Approved / Open - Expedited		H-31000	01/29/2018	Testing Checklist Expedited/Full Board 12-2-2016	2-18-2011 Administrator					
Draft				Testing Expedited/Full Board 11-17-2015	Khattar, Khaled, BA					
Draft		H-28997		Expedited/Full Board 11-17-2015	28997 Khattar, Khaled, BA					
Draft		H-35402		YOUR PROTOCOL TITLE Demo Study	Khattar, Khaled, BA					
Draft		H-34975		Study for Demo Test on 2/23/2016 Cede Review	Administrator					
Expired		H-31173	12/25/2016	Test on 2/23/2016	3-16-2011 Khattar, Khaled, BA					



Submissions in Process		Completed Submissions		Submissions Returned with Changes						
Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received
437419			Change Request & Amendments							
		✓	Change Request & Amendments	IRB			Expedite		Conditionally Approved-Pending Changes	09/04/2015 01:03:45 PM EDT
		🔄	Submission Response for Change Request & Amendments							

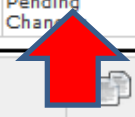
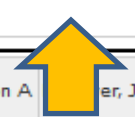
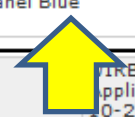
Draft				WIRB New Upgraded Application Institution A	Ennever, John, MD, PhD IRB Director					
				WIRB Cede Review Application						
				Cede Review Option 3						

In the "Completed Submission" tab, you will find all submissions that the IRB had completed with a final outcome. There is useful information here such as Request Type (i.e. Initial Review, Amendment, Continuing Review, etc.)(green arrow), Review Board (i.e. Panel Blue, Green, etc.)(yellow arrow), Review Process (i.e. On Agenda, Expedited, Exempt, etc.)(blue arrow), Meeting Date (purple 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 on the letter icon (orange arrow).

		Draft	H-34975		Study for Demo	Test on 2/23/2016 Cede Review	Administrator					
		Expired	H-31173	12/25/2016	3-16-2011	Testing 3-16-2011	Khattar, Khaled, BA					

Submissions in Process		Completed Submissions		Submissions Returned with Changes							
Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received	
439878			Study Finder Form		IRB		Process Administratively		Withdrawn	05/09/2012 01:06:21 PM EDT	
360995			Change Request & Amendments		IRB Panel Red		Process Administratively		Acknowledged	09/13/2011 03:02:11 PM EDT	
353955			Initial Review Submission Form		IRB Panel Blue		On Agenda	01/12/2012	Approved	07/29/2011 02:48:04 PM EDT	
			Submission Response for Review Submission		IRB Panel Blue		On Agenda	01/12/2012	Conditionally Approved-Pending Change	07/29/2011 02:06:30 PM EDT	
			IRB New Upgraded Application Institution A 10-28-15		er, John, M		IRB Director				
			WIRB Cede Review Application		Cede Review Option 3 Application Institution A 11-18-15		Ennever, John, MD, PhD IRB Director				

To view the status of a submission, locate the submission and click on "Track Location" icon




[https://inspir-test.bu.edu/Study\\_Workflow\\_Tracking.jsp?s=1389366524106](https://inspir-test.bu.edu/Study_Workflow_Tracking.jsp?s=1389366524106)
 iRIS: Review Board ... x BU INSPIR II Instructions f... BU bu.edu CRTimes/iMedris Dat...

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The Submission Tracking page gives you information about when, who, and what was completed throughout the life of this submission, including information about which IRB analyst was assigned to it and what review process.

Status			
✓		07/29/2011 02:30 PM EST 07/29/2011 02:30 PM EST	IRB Committee Panel Blue completed the submission with the outcome of Approved at 07/29/2011 03:30:42 PM EDT
✓		07/29/2011 02:29 PM EST 07/29/2011 02:30 PM EST	All of the signoffs for the New Protocol - Full Board Approval Letter outcome letter have been completed.
✓		07/29/2011 02:28 PM EST 07/29/2011 02:29 PM EST	Eliana Meirowitz has been assigned to review and signoff the New Protocol - Full Board Approval Letter outcome letter.
✓		07/29/2011 01:55 PM EST 07/29/2011 01:55 PM EST	IRB - Panel Blue Committee assigned a Pre-review action of On Agenda
✓		07/29/2011 01:52 PM EST 07/29/2011 01:52 PM EST	IRB assigned a Pre-review action of Returned for Corrections
✓		07/29/2011 01:48 PM EST 07/29/2011 02:30 PM EST	Eliana Meirowitz has been assigned as the analyst.
✓		07/29/2011 01:48 PM EST 07/29/2011 02:30 PM EST	IRB received the submission
✓		07/29/2011 01:47 PM EST 07/29/2011 01:47 PM EST	Khaled Khattar, BA as Principal Investigator review and apply signoff
✓		07/29/2011 01:41 PM EST 07/29/2011 01:48 PM EST	IRB Committee Panel Blue returned the submission with the outcome of Conditionally Approved-Pending Changes
✓		07/29/2011 01:35 PM EST 07/29/2011 01:41 PM EST	All reviewers completed the review of the submission.
✓		07/29/2011 01:18 PM EST 07/29/2011 01:18 PM EST	IRB - Panel Blue Committee assigned a Pre-review action of On Agenda