How to Check the Status of a Submission in INSPIR 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

• 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".

Log In



someone else



MY Workspaces Study Assistant

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 the Studies

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Submissions in Process 54	Forms Pending Submission 53	Pending My Response 4	Hig
	Tasks		
All Tasks		3	5
Study Tasks		3	3

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.

All		ly Status Draft	IRB			Search for RB Number, Title, Alia	Search 🌣
2 result(s) found							1 - 10
Select a Study	Study Status	Review Board	RB Number	RB Expiration	Study Title 	in	cipal estigator
2 4	Approved / Open - Full Board	IRB	H-31000	12/31/2026	Testing		
		IRB	H-35910		Vou con uco th	a "Coarch	" how to
	Draft	IRB	H-35016		fou can use tr	le Search	
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	Draft	IRB	H-36572		Expedited/Full Board 6-1-2017		
					Expedited/Full Board 6-1-2017 IS THERE A CORRELATION BETWEEN HUMAN SUBJECTS RESEA	Administrator,none RCH TRAINING AND SATISFACTION WITH	THE IRB?
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		IRB	H-29042		COSA-PSYCHOMETRIC STUDY (REVISED) 29042	Kramer, Jessica	
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ιυ the next to 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.

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MPUS mar				View Study Submission History	7			x	
ny nonop	Study Status:	Initial Review	H-35910 Study Title : Testing (Checklist Expedited/Full Board 12-2-2016					
	Filter Opti	ons]				
	Reference N Forr	umber: n Type:none	Date Submitted: Date Completed:	Reset Filters					
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	I result(s) fou	na					Data Completed		
	View Details	Reference Number		Form Type	Submission Status	Date Submitted	or Now for In Progress	Total Time from Submission	
	Ð	925256		Initial Review Submission Form	Complete	12/02/2016 02:22:49 PM EST	01/03/2019 08:42:14 AM EST	761 Day(s) 18 Hour(s) 19 Minute(s)	
	2			1					

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.

File Options Reference Number Submission Status All I result(s) found Vero Datab Reference Number Date Submitsion Tead Time from Type 92326 Initial Review Submission Form Complete 12/02/2016 02:12:49 PM EST 0.1/03/2013 08:42:14 AM EST 761 Day(s) 18 Hour(s) 19 Minute(s) I reading Tead Action/Details Tead Number Vero Betabaling Tead Number 0.1/03/2018 08:42:14 AM EST 761 Day(s) 18 Hour(s) 19 Minute(s) I reading Tead Number Pre-Submission Form Complete 12/02/2016 02:12:44 PM EST 0.1/03/2013 08:42:14 AM EST 761 Day(s) 18 Hour(s) 19 Minute(s) <th>File Options Researce Number Seeming of the Submitted Seeming of the Submitted of the Subm</th> <th>IOV Reset Filters IOV IOV Filter Results</th> <th></th> <th></th> <th></th> <th></th>	File Options Researce Number Seeming of the Submitted Seeming of the Submitted of the Subm	IOV Reset Filters IOV IOV Filter Results				
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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.

SION				View Study Submission History			~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Hala 🛄 Technolal 🔴 Mer Daul
Study Status:	Pending - A IRB Number :	H-35910 Study Title : Testin	g Checklist Expedited/Full B	oard 12-2-2016				
Filter Opt	ions]				
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				01:23 PM EDT		Demo	Khattar, Khaled, BA	IRB	H-38440	No Priority	
	- 4			10/10/0010	Arrowed (Oran Full	Testing					

Close

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).

Reference Fo Submissio	Numberi rm Type: none All	Date Submitted:		Reset Filters				
iew Details	Reference Number		Form Type		Submission Status	Date Submitted	Date Completed or Now for In Progress	Total Time from Submission
Cancele	ed and	All reviewers completed the review of	the submission.			08/01/2017 01:53 PM EDT	08/29/2017 01:08 PM EDT	Days Hours Minutes 269 21 45
Round 3		Submission Components View Details	Review Process Expedited	Review Outcome Conditionally Approved-Pending Changes	Outcome Letters	01/03/2019 08:35 AM EST	03/22/2023 12:02 PM EDT	1539 Day(s) 2 Hour(s) 26 Minute(s)
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Complet	ed	Khaled Khattar, BA has been assigned	d as the analyst.			01/03/2019 08:36 AM EST	01/03/2019 08:42 AM EST	Days Hours Minutes 761 18 19
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Round 4	Retract Submission	Submission Components View Details	Review Process Expedited	Review Outcome Conditionally Approved-Pending Changes	Outcome Letters	03/22/2023 11:57 AM EDT		0 Day(s) 22 Hour(s) 4 Minute(s)
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