

# 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

### 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".

[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

### 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

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.

**Instructions:** Select a study to view its Submission History. You may use the search bar to find a specific study.

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

**All** | **Draft** | **IRB**

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

Select a Study	Study Status	Review Board	RB Number	RB Expiration	Study Title	Study Alias	Principal Investigator
	Approved / Open - Full Board	IRB	H-31000	12/31/2026	Testing		
	Pending - Initial Review	IRB	H-35910				
	Draft	IRB	H-35016				
	Draft	IRB	H-38440				
	Draft						
	Draft	IRB	H-36572		WIRB New Upgraded Application Institution A 10-28-15	Ennever, John F., MD, PhD HRPP Director	
	Draft				Expedited/Full Board 6-1-2017		
	Draft				Expedited/Full Board 6-1-2017	Administrator: --none--	
	Exempt	IRB	H-26637		IS THERE A CORRELATION BETWEEN HUMAN SUBJECTS RESEARCH TRAINING AND SATISFACTION WITH THE IRB?	26637	Cruz, Ricardo, MD
	Exempt	IRB	H-29042		COSA-PSYCHOMETRIC STUDY (REVISED)		
	Draft	IRB	H-25127		29042		Kramer, Jessica
	Draft	IRB	H-35041		asdf		
	Draft	IRB			asdf		Merrill, Jamie, MPH IRB Administrator
	Draft	IRB			Testing Expedited/Full Board 3-11-2016		
	Draft	IRB			Testing Expedited/Full Board 3-11-2016		Administrator: --none--

1 - 10

Search

**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 result(s) found...

View Details	Reference Number	Form Type	Submission Status	Date Submitted	Date Completed or Now for In Progress	Total Time from Submission
	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)

- 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.

The screenshot displays the 'View Study Submission History' interface. At the top, it shows the user 'Hello Khaled Khattar, BA' and the study details: 'Study Status: Pending - Initial Review', 'IRB Number: H-35910', and 'Study Title: Testing Checklist Expedited/Full Board 12-2-2016'. Below this is a 'Filter Options' section with fields for 'Reference Number', 'Form Type', 'Submission Status', 'Date Submitted', and 'Date Completed', along with 'Reset Filters' and 'Filter Results' buttons.

The main content area shows '1 result(s) found...' and a table with the following data:

View Details	Reference Number	Form Type	Submission Status	Date Submitted	Date Completed or Now for In Progress	Total Time from Submission
	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)

Below the table is a workflow diagram showing the stages: Pre-Submission, Pre-Review, Post-Review, Changes-Requested, and Modification-Requested. The 'Modification-Requested' stage is highlighted in orange. A blue arrow points from this stage to a task history table below.

Task Status	Task Action/Details	Task Name	Created	Date Completed	Total Time
	Pre-Submission		12/02/2016 03:17 PM EDT	12/02/2016 03:22 PM EDT	0 Day(s) 0 Hour(s) 4 Minute(s)
	IRB		12/02/2016 02:56 PM EST	03/22/2023 12:02 PM EDT	2300 Day(s) 20 Hour(s) 6 Minute(s)

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.



