How to Create and Submit a Final/Closure Report in INSPIR II to close a study
When you login into INSPIR II (https://inspir.bu.edu/), you will get to this page. This is your Home page.

Click on **Study Tasks** to check if you already have a “Continuing Review Due” task (shortcut) for this specific study that you can use to close it.
If you are listed as a “Study Contact” on the study and it’s time for renewal, the system will list a task for you in the “Study Tasks” tab, and would be listed with the “Continuing Review Due” as the Task Type. This task will allow you to create the Final/Closure Report form.

1- Locate the “Continuing Review Due” task for the study that you want to close, and
2- click on the “Open” icon next to it.

Note: If you don’t have a “Continuing Review Due” task that corresponds to the study that you want to close, then skip to slide # 5.
This will bring you to the “Continuing Review Form Selection”.

1- Click on “Final/Closure Report Form” radio button (blue arrow)
2- Click on the “Continue” button (green arrow)
3- Then skip the next 4 slides to slide # 9.

If you want to renew the study instead of closing it, then click on “Continuing Review Submission Form” and follow the instructions in this link: http://www.bumc.bu.edu/irb/files/2016/10/How-to-Create-and-Submit-a-Progress-Report.pdf
After logging into INSPIR II, from your Home page, click on “View and Manage My Studies” and proceed to the next slide.
The system will scroll your Home page down to the “All Studies” section.

You can use the “Search” box to locate the study. Or you can just scroll down.

Once you locate the study that you want to close, click on the “Open” icon.
This opens the “Submissions/Study Management” page for the study.

If you see the “Final/Closure Report Form” here, this means that someone else had already created the Final/Closure Report Form and you can open it by clicking on the link. If you don’t see the Final/Closure Report Form here, click on “Final/Closure Report Form” (red arrow).
If you see the “Final/Closure Report Form” here, this means that someone else had already created the Final/Closure Report Form and you can open it by clicking on “Edit/View”. If you don’t see the Final/Closure Report Form here, click on the “Add a New Form” button (red arrow).
This will bring you to a Section by Section view of the Final/Closure Report Form. Complete Section 1 and then click on SAVE AND CONTINUE (yellow arrow) to proceed to the next section. As you complete each section the sections will be added to the left hand column (green arrow). Use the scroll bar (red arrow) to scroll through each section of the form. Answer all questions.

Note: Your Final/Closure Report form might look different and might have less or more sections than this example depending on your answers and type of study.
Once you complete all sections, the system will take you to the “Form has been Completed” page.

If you want to go back into the Final/Closure Report form, click on any of the sections on the left.

Note: Your Final/Closure Report form might look different and might have less or more sections than this example depending on your answers and type of study.

Click on “Exit Form” to exit this form and come back later.

Click on “Signoff and Submit” or “Notify PI for Signoff” if you’re ready to submit to the IRB.
The PI will then receive a Submission Sign-off sheet (that looks like this).

1. The PI can review the Final/Closure Report form by clicking on the “Final/Closure Report Form” link - yellow arrow
2. Then clicks on the “Approve” radio button. (orange arrow)
3. Then signs off by clicking “Save Signoff” button. (red arrows)