How to Create and Submit a Continuing Review Form (Progress Report) in INSPIR II
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 will allow you to create the Continuing Review form.
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 Continuing Review form.

1- Locate the “Continuing Review Due” task for the study that you want to renew, 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 renew, then skip to slide # 5.
This will bring you to the “Continuing Review Form Selection” page.
1- Click on “Continuing Review Submission Form” radio button (blue arrow), and
2- Click on the “Continue” button (green arrow)
3- Skip to page 9 of these instructions

If you want to close the study instead of renewing it, then click on the “Final/Closure Report Form” radio button and follow the instructions in this link:
After logging into INSPIR II, from your Home page, click on “View and Manage My Studies” and proceed to the next slide.

Only follow the instructions in pages 5 to 8, if the system did not list a “Continuing Review Due” task for you in the “Study Tasks” tab because you are not one of the “Study Contacts”.
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 renew, click on the “Open” icon.
If you see the “Continuing review Form” here, this means that someone else had already created the Continuing Review Form and you can open it by clicking on the link. If you don’t see the Continuing Review Form here, click on “Continuing Review Submission Form” (red arrow). This opens the “Submissions/Study Management” page for the study.
If you see the new “Continuing Review Form” here, this means that someone else had already created the Continuing Review Form and you can open it by clicking on “Edit/View” (green arrow).

If you don’t see the new Continuing Review Form here, click on the “Add a New Form” button (red arrow).
The Continuing Review Submission Form will be used as a Progress Report to request renewal of the study.

1.0 The Continuing Review Submission Form will be used as a Progress Report to request renewal of the study.

1.1 The IRB will no longer accept changes to be made to the study application, consent forms, or study documents as part of the Continuing Review. All such changes should be made and submitted to the IRB using a separate “Change Request & Amendments” form, which can be submitted at the same time as the Continuing Review form if there are no other previous amendments currently awaiting IRB approval.

Please note: The consent forms (and other subject materials that are stamped) will only have an Approval Date. There will no longer be an Expiration Date. When changes are made to consent forms as part of a “Change Request & Amendment” submission, the revised consent form will be stamped with a new Approval Date, and the previously-approved consent will be voided.

Click on the Help (?) icon on the right for step-by-step instructions/screenshot.

PLEASE NOTE: Do not use this form to submit a Final Report. If you want to submit a final report, please use the “Final Report/Closure” Form instead. For more information, click here.

1.2 Study Information:

IRB Number:
H-31000

Study Title:
Testing

Principal Investigator:
Administrator

1.3 What is the status of this study?

- Study only involves existing data, documents, and/or pathological specimens
- Intending to enroll but no one has yet been enrolled, no records collected
Once you have visited all the sections of the Continuing Review Form and answered all the questions, the system will take you to the “Form has been Completed” page.

If you want to go back into the Continuing Review form, click on any of the sections on the left.

Note: Your Continuing Review 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” to exit this form now 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 Continuing review (PR) form by clicking on the “Continuing Review Submission 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)