

How to View/Print out the Approval Letter in INSPIR II

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

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.

Search for RB Number, Title, Alias Search

All Studies Recently Used Study S

All Draft IRB

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

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal	Actions
	Exempt - limited IRB review	IRB	H-31000		testing signoff		
	Inactive - Administratively Closed	IRB	H-31293		testing signoff		
	Draft	IRB	H-35016		testing signoff	Khattar, Khaled, BA	
	Draft	IRB	H-38079		testing 2		
	Draft	IRB	H-41022		9-27-12 - 2	Khattar, Khaled, BA	
	Draft	IRB	H-41826	06/09/2022	test initiate irb through Velos 6-8-21		
	Expired	IRB			test-study-nickname	Khattar, Khaled, BA	
					MASTER 2020 DRAFT APPLICATION		

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 will open the "Submissions" page.

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER** Account: Administrator
Department: BMC/BUMC - MED - Institutional Review Board Path: Home ? Help My Profile Log out

My Workspaces IRB Number: **H-31000** Study **Submissions** Back
Study Alias: 2-18-2011- PI: Administrator

Study Status: Exempt - limited IRB review IRB Number: H-31000 Study Title: Testing

Submissions Study Management

Close Exempt Study Current Approval Packet

Protocol Items

- Study Application
- Informed Consents
- Other Study Documents

Submission Forms

Available Forms

- Change Request and Amendments
- Contact Information Change Request Form

Submissions History

Study Correspondence

Track Location	Pending Submission(s)	Request Type	Process Submission
		Click on the hyperlink to edit/view the submission.	Send Submission
		Continuing Review Submission Form	Send Submission
			Send

Click on "Submissions History"

This will open the “Submissions in Process” tab.

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL** EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Account: Administrator
Department: BMC/BUMC - MED - Institutional Review Board
Path: Home > study mgmt.

Help My Profile Log out

My Workspaces IRB Number: **H-31000** Study **Submissions** Back
Study Alias: 2-18-2011- PI: Administrator

Study Status: **Exempt - limited IRB review** IRB Number: H-31000 Study Title: Testing

Submissions in Process **Completed Submissions** Submissions Returned with Changes Print Friendly

Reference Number	Tr L	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received
1286936			Recruitment Materials Submission Form							
			Recruitment Materials Submission Form							
1229778			Change Request and Amendments							
			Change Request and Amendments		IRB		Returned for Corrections			06/18/2019 10:52:25 AM EST
			Submission Correction for Change Request and Amendments							

Click on “Completed Submissions” tab to open it.

Locate the submission you want to print the approval letter for and click on the letter icon to open it.



 Account: Administrator
 Department: BMC/BUMC - MED - Institutional Review
 Path: Home > study mgmt.

My Workspaces IRB Number: **H-31000** Study **Submissions** Help My Profile Log out

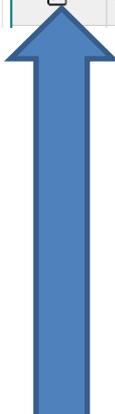
Study Status: **Exempt - limited IRB review** IRB Number: 31000 Study Title: Testing Back

Submissions in Process | Completed Submissions | Submissions Returned | Print Friendly

Reference Number	Track Location	Status	Request Type	Details	Review Board	Review Process	Meeting Date	Review Outcome	Date Received
1178576		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB	Process Administratively		Approved	06/18/2019 10:22:52 AM EST
		<input checked="" type="checkbox"/>	Submission Correction for Change Request and Amendments		IRB	Returned for Corrections			06/18/2019 10:13:46 AM EST
		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB				
1047936		<input checked="" type="checkbox"/>	Contact Information Change Request Form		IRB	Process Administratively		Withdrawn	12/12/2017 01:52:32 PM EST
967276		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB	Process Administratively		Withdrawn	05/15/2017 08:58:00 AM EST
		<input checked="" type="checkbox"/>	Submission Response for Change Request and Amendments		IRB	Process Administratively		Incomplete Submission	05/15/2017 08:55:25 AM EST
		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB				
904876		<input checked="" type="checkbox"/>	Continuing Review Submission Form		IRB	Expedite		Withdrawn	01/30/2017 02:11:05 PM EST
		<input checked="" type="checkbox"/>	Submission Response for Continuing Review Submission Form		IRB	Expedite		Conditionally Approved-Pending Changes	01/30/2017 02:06:24 PM EST
		<input checked="" type="checkbox"/>	Continuing Review Submission Form		IRB				
881616		<input checked="" type="checkbox"/>	Reportable Events and New Information Form		IRB	Process Administratively		Withdrawn	07/12/2016 09:25:02 AM EST
		<input checked="" type="checkbox"/>	Submission Response for Reportable Events and New Information Form		IRB	Exempt		Conditionally Approved-Pending Changes	07/12/2016 07:55:01 AM EST
		<input checked="" type="checkbox"/>	Reportable Events and New Information Form		IRB				
773078		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB	Expedite		Approved	08/06/2015 09:27:40 PM EST
		<input checked="" type="checkbox"/>	Change Request and Amendments		IRB				
770846		<input checked="" type="checkbox"/>	Internal Study Personnel Changes		IRB				

9 result(s) found...

View Letter	Date Sent	Letter Title	Recipients
	11/06/2023 12:12:55 PM EST	Amendment - Expedited Approval Letter Letter sent --- Completed Sent: 11/06/2023 12:12 PM EST	Administrator, Khaled Khattar, BA



In the letters page, click on the icon under “View Letter” for the letter you want to view/print.

BOSTON MEDICAL CENTER • SCHOOL OF MEDICINE • SCHOOL OF PUBLIC HEALTH • GOLDMAN SCHOOL OF DENTAL MEDICINE

  **Office of the Institutional Review Board**
560 Harrison Ave, Suite 300
Boston, Massachusetts 02118-2526
Tel: 617-638-7207

Title of Study: Testing
IRB Number: H-31000

RE: Change Request & Amendments
Review Type: Expedited
Action: Approved

Date of Action: Approved
Date of Expiration: 01/29/2018

Funding Source: 3M Pharmaceuticals, AARP(AARP), AMAG Pharmaceuticals(AMAG), Actelion Pharmaceuticals U.S. Ltd(Actelion), Allergan Sales LLC, a subsidiary of Allergan plc.(AGN)
Award #: shsdhf, 1234, test123456, dzhdzgh, dhsdhs

November 06, 2023

Dear Administrator,

A qualified member of the Institutional Review Board (IRB) has reviewed the above referenced submission and has determined that the requirements set forth by the IRB have been met. The amendment is hereby approved. This submission was approved by the expedited review process in accordance with the policies and procedures of the Human Research Protection Program
<http://www.bumc.bu.edu/irb/files/2015/10/IRB-revisions-approved.doc>



A PDF version of the approval letter will pop open. Click on the Printer icon to print it, or on the Save icon to save it on your computer. When you're done here, click on "Close" to close this page.

My Workspaces

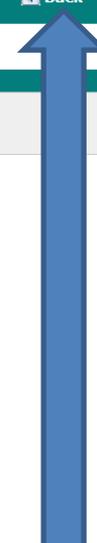
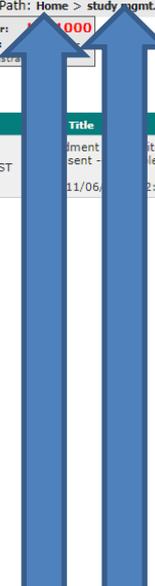
IRB Number: [REDACTED]
Study Alias: [REDACTED]
PI: Administrat

Outcome Letters for Submission #967276 from IRB

Back

9 result(s) found...

View Letter	Date Sent	Title	Recipients
	11/06/2023 12:12:55 PM EST	ment - ted Approval Letter leted	Administrator, Khaled Khattar, BA
	11/06/2023 12:12:55 PM EST		



Once you're done, you can click on "study mgmt" to jump back to the "Submissions/Study Management" page; or click on "Back" to take you back to the "Submissions in Process" page; or you can click on "Home" to take you to your INSPIR Home page.