How to View/Print out the Approval Letter 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 “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 will open the “Submissions” page.

Click on “Submissions History”
This will open the “Submissions in Process” tab.

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