Adding/Removing Administrative Assistants or Study Contacts from an <u>Already Approved</u> Study



Administrative Assistants

- Only BU/BMC faculty/staff/students who <u>will not have any</u> <u>contact with human subjects or their identifiable data</u> during the study can be added as an Administrative Assistant.
- Administrative Assistants would show up in Section 3 of the IRB application.
- In order to be listed, an Administrative Assistant MUST have an INSPIR account
- Study team can add/remove an Administrative Assistant anytime without having to submit any forms to the IRB.

Study Contacts

- This role is given to anyone on the study who needs to receive the study email notifications and tasks about the study.
- This is not a real role on the study. Before anyone can be added as a Study Contact on the study, they need to have a real role on the study and thus they need to be listed somewhere else on the study such as a study staff, co-investigator, or Administrative Assistant.
- A Study Contact will also have a task created in their "Incomplete Tasks" screen every time there is a task related to this study .
- Study Contacts would show up in Section 3 of the IRB application.
- By default, a Principal Investigator will be listed as a Study Contact and will receive all study correspondence and tasks.
- Study team can add/remove a Study Contact anytime without having to submit any forms to the IRB.



Hello Khaled Khattar, BA your last login was 10/11/2022 08:16 AM EDT

My Workspaces 🖃 Study Assistant

	Featured Study Operations
	Create a New Study
1	
	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
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	view and Manage My Studies

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All Tasks		3	5
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Announcements 1 (?) Help 🚆 Tutorial 💄 My Profile 👻

€ Log out

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"

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Once you locate the study or draft, click on the "Open" icon

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This opens the study into the "Submissions" tab.

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Click on "Study Management"- blue

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Drug/Biologic/Chemical agents					
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Adding an Administrative Assistant or Study Contact

(To remove an Administrative Assistant or Study Contact skip to slide 15)



This opens the "Define Study Access" page.

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			Finn, Brandon, BA, CIP, Senior IRB Analyst	t	Co-Investigator		

Tip – The "User Search by Study" filter should stay as "All Departments" to avoid filtering out some users. If you still can't find this person in INSPIR, this means that they had never logged in to INSPIR before. Please have them follow the instructions in this link (https://www.bumc.bu.edu/irb/files/2016/10/Access-to-INSPIR.pdf) to create their INSPIR account.

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This opens the "Add Personnel Role" pop-up page.

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0	Administrative Assistant			

- If you are adding a Study Contact, select the corresponding radio button (red arrow)
- If you are adding an Administrative Assistant, select the corresponding radio button (blue arrow)

Once you have selected the role, click on the "Save" button (green arrow).

3.2 I it it A) Adt			Cancel Save	?
Crowley, Emily, MPH		Si View Training	Record	

This will bring you back to the "Setup Study Personnel" pop-up page.

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Removing an Existing Administrative Assistant or Study Contact



The following instructions are for removing an existing Administrative Assistant or Study Contact from a study

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