

# Adding/Removing Administrative Assistants or Study Contacts from an Already Approved Study



# Administrative Assistants

- Only BU/BMC faculty/staff/students who will not have any contact with human subjects or their identifiable data 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.

### 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
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”**

The system will scroll your Home page down to the “All Studies” section.

Search for RB Number, Title, Alias Search

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

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal	Actions
<input checked="" type="checkbox"/>	Exempt - limited IRB review	IRB	H-31000		testing signoff		delete Correspond
	Inactive - Administratively Closed	IRB	H-31293		testing signoff		delete Correspond
	Draft	IRB	H-35016		testing signoff	Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-38079		testing 2		delete Correspond
	Draft	IRB	H-41022		testing 2	9-27-12 - 2 Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-41826	06/09/2022	test initiate irb through Velos 6-8-21		delete Correspond
	Expired	IRB	H-41826	06/09/2022	test-study-nickname	Khattar, Khaled, BA	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
					MASTER 2020 DRAFT APPLICATION		delete Correspond

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

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

This opens the study into the “Submissions” tab.

**BOSTON UNIVERSITY MEDICAL CAMPUS** **BOSTON MEDICAL CENTER** Account: Khaled Khattar, BA  
Department: BMC/BUMC - MED - Institutional Review Board Path: Home

Announcements 7 Help My Profile Log out

My Workspaces Study Submissions Back

IRB Number: **H-31000**  
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

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
	1239876	Click on the hyperlink to edit/view the submission. Continuing Review Submission Form	Send Submission
	1229778	Click on the hyperlink to edit/view the submission. IRB has requested a Submission Correction for Change Request and Amendments	Send Submission

Click on “Study Management”- blue arrow

IRB Number: **H-31000**  
PI: Administrator, BA

## Study Management

Back

Study Status: **Approved / Open - Expedited**    IRB Number : **H-31000**    Study Title : Testing  
IRB Expiration Date: 02/16/2015

**Submissions**    **Study Management**

### Study Details

- Study Summary/Profile
- Screen Access
- Key Personnel
- External Personnel
- Department Access



### Study Tasks

- Study Notebook

### Sponsors & Subrecipients

- Sponsor

### Drugs and Devices

- Drug/Biologic/Chemical agents
- Devices

### Enrollment Criteria

- Inclusion Criteria

# 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.

Save Access to the Study

**Active** **History**

### 3.0 List of Internal (BMC/BUMC) Study Personnel. All personnel listed in this section will have access to this study (limited or full access).

[Click Here to Setup Study Personnel](#)

3.1 \* Please add a Principal Investigator for the study:  
(Note: Only faculty members can serve as Principal Investigators on IRB protocols for studies at the School of Dental Medicine)

Name	Role	Training Record
Administrator	Principal Investigator	<a href="#">View Training Record</a>

Responsibility  
 Student  
 Fellow  
**If the Principal Investigator is a Student, Resident, or Fellow, the name of Sponsor) must be supplied BOTH in Section 3.3 (Study Contact) AND in Section 3.2**

**Click on "Click Here to Setup Personnel" button - blue arrow**

3.2 If applicable, please select the Research Staff personnel. Individuals must be listed if they will have contact with research subjects or their identifiable data in the performance of any research related activities, including enrollment, consenting, collection of study data, interventions, long-term follow-up or data analysis, either as Co-Investigators in A) or as Research Support Staff in B):

A) Additional Investigators

Name	Role	Training Record
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This opens the “Setup Study Personnel” pop-up page.

**Setup Study Personnel**

User Search by S **1** Last Name:  First Name:   
Create My Personnel Pool User Search by Study: All Departments  **2**

**Select Training Name Department Email**

No results found

**Selected Study Personnel:**

**Principal Investigator**

Name	Role
Administrator	Principal Investigator

**Additional Investigators**

Name	Role
Crowley, Emily, MPH	Co-Investigator
Finn, Brandon, BA, CIP, Senior IRB Analyst	Co-Investigator

**1** This section is used to build the list of personnel on the study. User Search by Study allows you to search for a named person and associated them with a role on the study.

**2** 1- Enter the last name (green arrow)  
2- Click on “Find User/Search Directory” button (blue arrow)

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.

### Setup Study Personnel

#### User Search by Study

Create My Personnel Pool

Last Name: khattar

First Name:

User Search by Study: All Departments

Find User/Search Directory

**i** This section is used to build the list of personnel on the study. User Search by Study allows you to search for a named person and associated them with a role on the study.

Select	Training	Name	Department	Email
		Khattar, Khaled, BA	 Institutional Review Board (primary)	kkhattar@bu.edu

Once you have found the name you are looking for, click on the "Select" icon (red arrow) to add this person to the personnel list.

#### Principal Investigator

Name	Role
Administrator	Principal Investigator

#### Additional Investigators

Name	Role
Crowley, Emily, MPH	Co-Investigator
Finn, Brandon, BA, CIP, Senior IRB Analyst	Co-Investigator
Franco, Daly, BA, CIP, Senior IRB Analyst	Co-Investigator

Close Setup of Study Personnel

Name

Role

Training Record

Crowley, Emily, MPH

Co-Investigator

 [View Training Record](#)

This opens the “Add Personnel Role” pop-up page.

Setup Study Personnel

Add Personnel Role

Select the Role for **Khaled Khattar, BA** :

Study Contact

Department Administrator

Administrative Assistant

--none--

Cancel Save

- 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).

Name	Role	Training Record
Crowley, Emily, MPH	Co-Investigator	<a href="#">View Training Record</a>

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

### Setup Study Personnel

User Search by Study

Create My Personnel Pool

Last Name:  First Name:

User Search by Study:

Select	Training	Name	Department	Email
<input type="checkbox"/>		Khattar, Khaled, BA	Institutional Review Board (primary)	kkhattar@bu.edu

This section is used to build the list of personnel on the study. User Search by Study allows you to search for a named person and associated them with a role on the study.

Notice that the person we just added now appears in the personnel list (blue arrow). To add more personnel, repeat steps in screens 10 – 13.

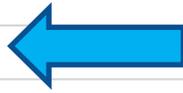
Selected Study Personnel:

- Khattar, Khaled, BA Department Chair

Administrative Assistant

	Name	Role
<input checked="" type="checkbox"/>	Alvarenga, Jorge	Administrative Assistant
<input checked="" type="checkbox"/>	Ennever, Fanny Knox, PhD	Administrative Assistant
<input checked="" type="checkbox"/>	<b>Khattar, Khaled, BA</b>	<b>Administrative Assistant</b>
<input checked="" type="checkbox"/>	Merrill, Jamie, MPH, IRB Director	Administrative Assistant
<input checked="" type="checkbox"/>		Administrative Assistant

When you are done adding personnel, click on “Close Setup of Study Personnel” button (green arrow).



This brings you back to the “Define Study Access” page.

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

**Active** **History**

**3.0 List of Internal (BMC/BUMC) Study Personnel. All personnel listed in this section will have access to this study (limited or full access).**

**3.1 \* Please add a Principal Investigator for the study:**  
*(Note: Only faculty members can serve as Principal Investigators on IRB protocols for studies at the School of Dental Medicine)*

Name	Role
Administrator	Principal Investigator

Responsibility

Student  Resident  Fellow

**Click on “Save Access to the Study” button (blue arrow) to save your changes**

**If the Principal Investigator is a Student, Resident, or Fellow, the name of the Supervising Principal Investigator (formerly known as Faculty Sponsor) must be supplied BOTH in Section 3.3 (Study Contact) AND in Section 3.4 (Supervising Principal Investigator) below.**

**3.2 If applicable, please select the Research Staff personnel. Individuals must be listed if they will have contact with research subjects or their identifiable data in the performance of any research related activities, including enrollment, consenting, collection of study data, interventions, long-term follow-up or data analysis, either as Co-Investigators in A) or as Research Support Staff in B)::**

A) Additional Investigators

Name	Role	Training Record
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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

My Workspaces ▾

IRB Number: **H-31000**  
Study Alias: 2-18-2011-  
PI: Administrator

Study

Define Study Access

 Back

Study Status: **Exempt - limited IRB**

IRB Number : H-31000

Study Title : Testing

Save Access to the Study

Active

History

**3.0 List of Internal (BMC/BUMC) Study Personnel. All personnel listed in this section will have access to this study (limited or full access).**

Click Here to Setup Study Personnel

**3.1 \* Please add a Principal Investigator for the study:**

(Note: Only faculty members can serve as Principal Investigators on IRB protocols for studies at the School of Dental Medicine)

Name	Role	Training Record
Administrator	Principal Investigator	 <a href="#">View Training Record</a>

Responsibility

- Student
- Fellow

If the Principal Investigator is a Student, Resident, or Fellow, the name of the Sponsor) must be supplied BOTH in Section 3.3 (Study Contact) AND in Section 3.1

Click on “Click Here to Setup Personnel” button - blue arrow

**3.2 If applicable, please select the Research Staff personnel. Individuals must be listed if they will have contact with research subjects or their identifiable data in the performance of any research related activities, including enrollment, consenting, collection of study data, interventions, long-term follow-up or data analysis, either as Co-Investigators in A) or as Research Support Staff in B):**

A) Additional Investigators

Name	Role	Training Record
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# This opens the "Setup Study Personnel" pop-up page.

### Setup Study Personnel

**User Search by Study**

Create My Personnel Pool

**Last Name:**  **First Name:**

**User Search by Study:**

Select	Training	Name	Department	Email
No results found				

**Selected Study Personnel:**

**Principal Investigator**

**Additional Investigators**

Name	Role
Crowley, Emily, MPH	Co-Investigator
Finn, Brandon, BA, CIP, Senior IRB Analyst	Co-Investigator
Franco, Daly, BA, CIP, Senior IRB Analyst	Co-Investigator

**Information:** This section is used to build the list of personnel on the study. User Search by Study allows you to search for a named person and associated them with a role on the study.

**Annotation:** Scroll down to find the person you want removed (green arrow)

Name	Role	Training Record
Crowley, Emily, MPH	<input type="text" value="Co-Investigator"/>	<input type="button" value="View Training Record"/>

## Setup Study Personnel

### User Search by Study

Create My Personnel Pool



This section is used to build the list of personnel on the study. User Search by Study allows you to search for a named person and associated them with a role on the study.

Last Name:

First Name:

User Search by Study:

Find User/Search Directory

Select	Training	Name	Department	Email
No results found				

- 1- Click on the “Delete” icon to delete a specific personnel (blue arrow).
- 2- When you’re done removing personnel, click the “Close Setup of Study Personnel” button (green arrow) to close this pop-up page.

Select	Name	Role
<input type="checkbox"/>	Khattar, Khared, BA	Department Chair
Administrative Assistant		
<input type="checkbox"/>	Alvarenga, Jorge	Administrative Assistant
<input type="checkbox"/>	Ennever, Fanny Knox, PhD	Administrative Assistant
<input checked="" type="checkbox"/>	Khattar, Khaled, BA	Administrative Assistant
<input checked="" type="checkbox"/>	Merrill, Jamie, MPH, IRB Director	Administrative Assistant
<input checked="" type="checkbox"/>	Roth, Mary-Tara, RN, MSN, MPH	Administrative Assistant

Close Setup of Study Personnel

Crowley, Emily, MPH

Co-Investigator

View Training Record

This brings you back to the “Define Study Access” page.

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

**Active** **History**

**3.0 List of Internal (BMC/BUMC) Study Personnel. All personnel listed in this section will have access to this study (limited or full access).**

**3.1 \* Please add a Principal Investigator for the study:**  
*(Note: Only faculty members can serve as Principal Investigators on IRB protocols for studies at the School of Dental Medicine)*

Name	Role
Administrator	Principal Investigator

Responsibility

Student  Resident  Fellow

**Click on “Save Access to the Study” button (blue arrow) to save your changes**

**If the Principal Investigator is a Student, Resident, or Fellow, the name of the Supervising Principal Investigator (formerly known as Faculty Sponsor) must be supplied BOTH in Section 3.3 (Study Contact) AND in Section 3.4 (Supervising Principal Investigator) below.**

**3.2 If applicable, please select the Research Staff personnel. Individuals must be listed if they will have contact with research subjects or their identifiable data in the performance of any research related activities, including enrollment, consenting, collection of study data, interventions, long-term follow-up or data analysis, either as Co-Investigators in A) or as Research Support Staff in B)::**

A) Additional Investigators

Name	Role	Training Record
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