How to Find and Open Your DRAFT study application in INSPIR II
When you login into INSPIR II (https://inspir.bu.edu/), you will get to this page. This is your Home page

Under **Study Assistant** tab, Click on “**View and Manage My Studies**”
The system will scroll your Home page down to the “All Studies” section.

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.
Note: When you click on the Open icon, one of the following will happen:

- If the Study Application draft was not completed yet, the system will take you directly to the Study Application (see next page).
- If the Study Application draft was previously completed and attached to the “Initial Review Submission Form”, the system will take you to the “Initial Review Submission Form” page instead (see page 8).
If the Study Application draft was never completed, the system will take you directly to the Application.

This is the draft of the IRB application for this study. This draft can be viewed by each person listed on the protocol application in Section 3.0

### 1.0 General Information

* Please enter the official title of your study:

  Study for Demo

* Please enter the Study Nickname you would like to use to reference the study:

  Demo Study

  * This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.
Draft Protocol

- As a draft protocol is being “built” – the sections of the protocol will appear in the left hand column.
- Sections that have not been drafted (completed) will not appear in the left hand column.
- If you later make a change to a question that drives the branching of this form (such as those in the “Review Path Determination” section), it is important that you click “Save and Continue to Next Section” throughout the Study Application. Depending on the changes that you have made, the system might display new sections that you need to complete and/or might hide completed sections that are no longer needed. In such a case, subsequent sections are temporary hidden but not deleted and will reappear (with your answers) if a section is still needed. You need to keep clicking “Save and Continue to Next Section” until the Study Application is fully completed.
If the draft application was already completed and attached to the Initial Review Submission Form packet, the system will take you to the Initial Review Submission Form page.

This is the Initial Review Submission Form” packet. The Application, consent documents, and other study documents, are attached to this submission form in their corresponding sections.

To access the application, in the “Study Application Form” section, click on the “Edit/View” icon to open the Study Application.
This is the draft of the IRB application for this study. This draft can be viewed by each person listed on the protocol application in Section 3.0.

If you make additional changes, you need to click “Save and Continue to Next Section” throughout the “Study Application” in case your change will prompt additional questions in a subsequent section. When you reach the last section and you click “Save and Continue to Next Section”, the system will run a “Completeness Check” and transition you back to the “Initial Review Submission” form if there are no additional questions to address.

You can go back to the “Initial Review Submission” by clicking on “Back”.
You’re back in the “Initial Review Submission Form” packet. The Application, consent documents, and other study documents, are attached to this submission form in their corresponding sections.

“Consent Documents” section is where you add a new consent forms or modify existing ones.

“Other Study Documents” section is where you add a new study document or modify existing ones.

You need to complete the rest of the sections in this “Initial Review Submission Form” before you can submit it.