



# How to Find and Open Your DRAFT study application 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 <b>54</b>	Forms Pending Submission <b>53</b>	Pending My Response <b>4</b>	High
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### Tasks

All Tasks	<b>35</b>
Study Tasks	<b>33</b>

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.

All Studies Recently Used Study Status

Search for RB Number, Title, Alias Search

All Draft IRB

52 result(s) found...

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions
	Draft	IRB	H-38440				
	Pending - Initial Review	IRB	H-35910				
	Draft	IRB	H-35016				
	Draft	IRB					
	Draft	IRB	H-36572		Expedited/Full board 6-1-2017	Administrator, --none--	
	Exempt	IRB	H-26637		IS THERE A CORRELATION BETWEEN HUMAN SUBJECTS RESEARCH TRAINING AND SATISFACTION WITH THE IRB?	Cruz, Ricardo, MD	
	Exempt	IRB	H-29042		COSA-PSYCHOMETRIC STUDY (REVISED)	Kramen, Jessica	
	Draft	IRB	H-35127		asdf	Merrill, Jamie, MPH IRB Administrator	
	Draft	IRB	H-35041		Testing Expedited/Full Board 3-11-2016	Administrator, --none--	
	Approved / Open - Full Board	IRB	H-31000	12/31/2026	Testing	Administrator, --none--	

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)

**Below you see the individual sections of this "Draft" Application**

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

Section view of Application

Entire view of the Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Review Path Determination
- 5.0 Required Training and Conflict of Interest
- 6.0 Exemption Categories
- 7.0 Funding Source
- 8.0 Study Summary

### 1.0 General Information

**\* Please enter the official title of your study:**

<input type="text" value="Study for Demo"/>		
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**\* Please enter the Study Nickname you would like to use to reference the study:**

<input type="text" value="Demo Study"/>		
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\* 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.

**BOSTON UNIVERSITY MEDICAL CAMPUS** **BOSTON MEDICAL CENTER** HOSPITALS, CLINIC, RESEARCH INSTITUTES  
Account: Khaled Khattar, BA  
Department: BMC/BUMC - MED - Institutional Review Board  
Path: Home > study mgmt.

Announcements 1 Help My Profile ▼ Log out

My Workspaces ▼ **Study Assistant** **Initial Review Submission Form - (Version 1.0)** Back

IRB Number: **H-35016**  
Study Alias: Demo  
PI: Khattar, Khaled, BA

Print Friendly Refresh Constant Fields Save Form

Form

**Initial Review Submission Packet**

**Note: This is the submission packet. The Study /**  
**To create and attach your consent form(s), go to**  
**To upload and attach any study related documents,**

**Study Title:**  
Demo Protocol for Instructions

**IRB Number:**  
H-35016

**Principal Investigator:**

**PI Name:**  
Khaled Khattar, BA

**PI Email Address:**  
khattar@bu.edu

**PI Phone Number:**  
(617) 638-7203

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.

**Study Application Form**

Attach the IRB application you completed for this protocol:  
(For an Initial Submission the application will automatically attach for you)

Deattach	Revise/Attach	Edit/View	Title
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Study Application (Version 1.0)

**Consent Document**

In this section, you can create a new consent/assent form, or revise an existing one and attach it to this submission. Once this is done, all the new and revised consent/assent forms should be listed below as part of this submission (click on the Help (?) icon on the right for instructions):

Add a New Consent

Detach	Version	or Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
No Consent(s) have been attached to this submission.									



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

Print Friendly Save Section Save and Continue to Next Section Back

- Section view of Application
- Entire view of the Application
- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Review Path Determination
- 5.0 Required Training and Conflict of Interest
- 6.0 Exemption Categories
- 7.0 Funding Source
- 8.0 Study Summary
- 9.0 Study Site Information
- 10.0 Subjects
- 11.0 HIPAA Compliance
- 12.0 Cost/Payment
- 13.0 Study Attachments

### 1.0 General Information

\* Please enter the official title of your study:

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

You can go back to the “Initial Review Submission” by clicking on “Back”.

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'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.

Account: Khaled Khattar, BA  
Department: BMC/BUHC - MED - Institutional Review Board  
Path: Home > study.ngmt.

My Workspaces IRB Number: H-35016 Study Assistant Initial Review Submission Form - (Version 1.0) Back

Print Friendly Refresh Constant Fields Save Form

### Consent Documents

In this section, you can create and attach a new consent/assent form, or revise an existing one.

Add a New Consent

Detach	Version	Sponsor Version	Title
No Consent(s) have been attached to this form.			

### Other Study Documents

If a document was already attached in the Study Application, DO NOT upload it again here. This will result in a duplicate document. In this section, you can upload and attach any other study documents (e.g. protocol, investigators' instructions).

Add a New Document Add Multiple Documents

Detach	Version	Sponsor Version	Title
No Document(s) have been attached to this form.			

### Additional Special Routing

- Your submission might be routed automatically to one or more "Special Routing" signoffs. For more information, click [here](#).
- You can track your submission by following the instructions [here](#).
- Once all the required signoffs are collected and your submission is received by the IRB, you will receive a system notification stating that the submission was received.

### Implicit and Explicit Bias in Research

Boston Medical Center (BMC) and Boston University School of Medicine (BUSM) are committed to equity, diversity and inclusion across our tripartite mission of patient care, research and education. With regards to research, embedding principles of equity, vitality and inclusion from study inception through publication leads to more innovative, creative science that improves health across diverse communities. Therefore, the Committee to Reduce Implicit and Explicit Bias in Research has recommended systems-level changes to identify and minimize racism, sexism and other forms of bias in research design and reporting. Please see the [Report from the Committee to Reduce Implicit and Explicit Bias in Research](#) for further information.

Please complete and attach the following form. The responses to the questions in this form will be reviewed by the Department Chair/Section Chief at the time of routing sign-off, with the goal of ensuring that the potential for bias is minimized. If you have any questions about this process and/or completing this form, please contact Dr. Megan Bair-Merritt at [Megan.Bair-Merritt@bmc.org](mailto:Megan.Bair-Merritt@bmc.org).

- [Reduction of Explicit and Implicit Bias in Research Form](#)

Add a New Document Add Multiple Documents

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	View Document
No Document(s) have been attached to this form.							

### In-person Interaction at BMC

"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.