

How to retract a submission

Only submissions that have not yet been assigned a review process by the IRB can be retracted.

Otherwise, you need to contact the IRB to send the submission back to you or wait until the IRB conducts their review and send it back to you with stipulations.



Type "https://inspir.bu.edu" in the web browser's address bar and click "Enter"; or click on this link: <https://inspir.bu.edu>. This will bring you to this INSPIR II log-in page

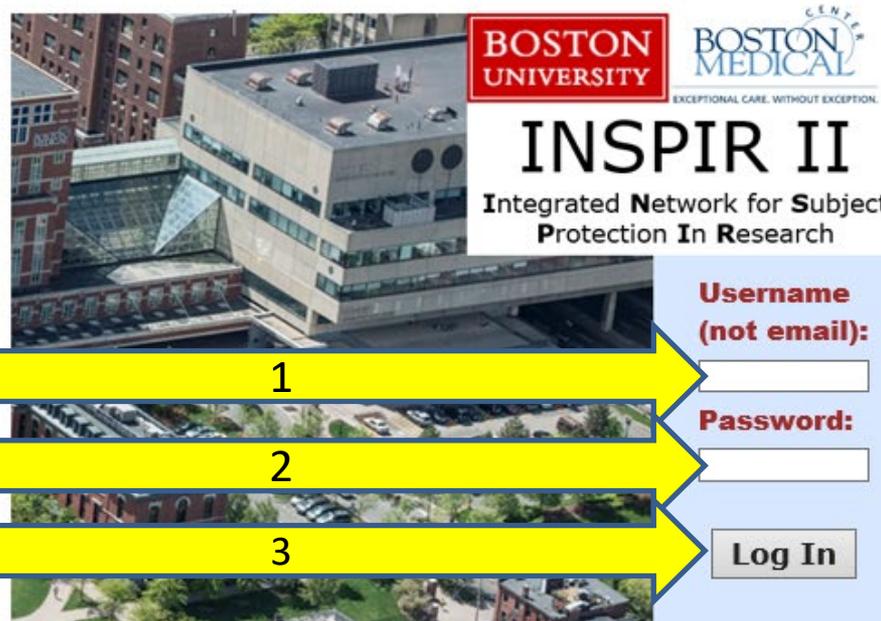
Log In

- You can Login using your BU username (e.g. "jdoe" if your BU email is "jdoe@bu.edu") along with your BU Kerberos password

OR

- You can Login using your BMC username (first 2 letters of your first name followed by the first 5 or 6 letters of your last name, same one you use in EPIC) along with your BMC password.

Type in your username and password and then click on "Log In".



System/Browser Requirements



It is a violation of Institutional policy to log in using someone else's username and password or to give your username and password to someone else

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 T
54	53	4	>

Tasks

All	35
Stu s	33



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 **“Submissions in Process”**

The system will scroll your Home page down to the “Studies Submission Status - In Progress” section displaying the current list of submissions that are in progress.

Studies Submission Status - In Progress

Search for RB Number, Title, Alias

Search



54 result(s) found...

1 - 10

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions
					Study Alias			
	1162096	IRB	H-38440	Initial Review Submission Form	Copy of Demo Protocol for Instructions			Incomplete Tasks Open Steps to Complete
					Demo	Khattar, Khaled, BA	03/22/2023 12:29 PM EDT	
	1178376	IRB	H-38079	Initial Review Submission Form	Chart Reviews 8/17/2018			
					Chart Reviews 8/17/2018	Administrator, --none--	08/23/2022 10:45 AM EDT	
	1266357	IRB	H-39390	Initial Review Submission Form	Exempt Study 8/15/2022			
					Exempt Study 8/15/2022	Administrator, --none--	08/15/2022 01:16 PM EDT	
	1229778	IRB	H-31000	Change Request and Amendments	Testing			Incomplete Tasks Open Steps to Complete
					2-18-2011-	Administrator, --none--	06/18/2019	
	1182936	IRB	H-37269	Change Request and Amendments	The INSPIR User Experience			
					INSPIR User Experience			
	1183016	IRB	H-31000	Reportable Events and New Information Form	Testing			
					2-18-2011-			

Once you locate the submission you want to retract (in this example it's the Initial Review Submission Form for H-38440), click on the corresponding “Steps” icon

Studies Submission Status - In Progress

Search for RB Number, Title, Alias Search



54 result(s) found...

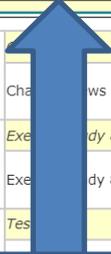
1 - 10

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions
					Study Alias			
	1162096	IRB	H-38440	Initial Review Submission Form	Copy of Demo Protocol for Instructions Demo	Khattar, Khaled, BA	03/22/2023 12:29 PM EDT	Incomplete Tasks Open Steps to Complete

Pre-Submission

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
	Pre-Submission		12/21/2018 09:41 PM EDT		1553 Day(s) 15 Hour(s) 21 Minute(s)

Retract Submission



Click on the "Retract Submission" button.

	1178376	IRB	H-38079	Initial Review Submission Form	Char... 8/17/2018	Administrator, --none--	08/23/2022 10:45 AM EDT	Steps
	1266357	IRB	H-39390	Initial Review Submission Form	Exe... dy 8/15/2022	Administrator, --none--	08/15/2022 01:16 PM EDT	Steps
	1229778	IRB	H-31...	Classroom Request	Tes...		06/18/2019 11:52 AM EDT	Incomplete Tasks Open Steps to Complete

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You will be asked to confirm that you want to retract the submission

The screenshot shows a web application interface for "BOSTON UNIVERSITY MEDICAL CAMPUS". The user is logged in as "Khaled Khattar, BA" and is viewing the "Studies Submission Status - In Progress" page. A confirmation dialog is displayed in the center, asking "Are you sure you want to retract this submission from review?". The dialog has two buttons: "CONFIRM" and "CANCEL". A blue callout box with the text "To proceed, click on 'Confirm'." has a blue arrow pointing to the "CONFIRM" button.

Header: BOSTON UNIVERSITY MEDICAL CAMPUS, Hello Khaled Khattar, BA, your last login was 03/23/2023 01:03 PM EDT, Announcements, Help, Tutorial, My Profile, Log out

My Workspaces: Study Assistant

Studies Submission Status - In Progress

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

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study A	Submitted	Actions
	1162096	IRB	H-38440	Initial	Khattar, BA	03/22/2023 12:29 PM EDT	Incomplete Tasks Open Steps to Complete
Confirm Retracting the Submission Are you sure you want to retract this submission from review?							
				CONFIRM		CANCEL	
Task Status	Task Action/Details	Task Name	Date Completed	Total Time			
	Pre-Submission	Retract Submission	12/21/2018 09:41 PM EDT	1553 Day(s) 15 Hour(s) 21 Minute(s)			
	1178376	IRB	H-38079	Initial Review Submission Form	Chart Reviews 8/17/2018		
	1266357	IRB	H-39390	Initial Review Submission Form	Exempt Study 8/15/2022		
	1229778	IRB	H-31000	Change Request and Amendments	Testing		Incomplete Tasks Open Steps to Complete

Retracting a submission takes a little while so please be patient. When the submission has been retracted, you will get a popup. You can press "OK" to close this popup.

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL** EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Hello Khaled Khattar, BA
your last login was
03/23/2023 01:03 PM EDT

Announcements 1 Help Tutorial My Profile Log out

My Workspaces Study Assistant

Studies Submission Status - In Progress

Search for RB Number, Title, Alias Search

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

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions
					Study Alias			
	1162096	IRB	H-38440	Initial		Khaled, BA	03/22/2023 12:29 PM EDT	Incomplete Tasks Open Steps to Complete
<p>The submission has been retracted</p> <p>Please modify your submission, and the supporting documents, and then resubmit.</p> <p>OK</p>								
Task Status	Task Action/Details	Task Name					Date Completed	Total Time
	Pre-Submission				Retract Submission		12/21/2018 09:41 PM EDT	1553 Day(s) 15 Hour(s) 21 Minute(s)
	1178376	IRB	H-38079	Initial Review Submission Form	Chart Reviews 8/17/2018			
					Chart Reviews 8/17/2018	Administrator, --none--	08/23/2022 10:45 AM EDT	
	1266357	IRB	H-39390	Initial Review Submission Form	Exempt Study 8/15/2022			
					Exempt Study 8/15/2022	Administrator, --none--	08/15/2022 01:16 PM EDT	
	1229778	IRB	H-31000	Change Request and Amendments	Testing			
					2-18-2011-	Administrator, --none--	06/18/2019 11:52 AM EDT	Incomplete Tasks Open Steps to Complete

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The submission has been retracted and can now be accessed for modification by clicking on the form's name link.

Resubmit when it's ready.

Studies Subm

Search



54 result(s) found...

1 - 10

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions
					Study Alias			
	1162096	IRB	H-38440	Initial Review Submission Form	<i>Copy of Demo Protocol for Instructions</i>			
					Demo	Khattar, Khaled, BA		Incomplete Tasks Open Steps to Complete

Pre-Submission

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
	Pre-Submission				1553 Day(s) 15 Hour(s) 22 Minute(s)

	1178376	IRB	H-38079	Initial Review Submission Form	<i>Chart Reviews 8/17/2018</i>			
					Chart Reviews 8/17/2018	Administrator, --none--	08/23/2022 10:45 AM EDT	Steps
	1266357	IRB	H-39390	Initial Review Submission Form	<i>Exempt Study 8/15/2022</i>			
					Exempt Study 8/15/2022	Administrator, --none--	08/15/2022 01:16 PM EDT	Steps
	1239876	IRB	H-31000	Continuing Review Submission Form	<i>Testing</i>			
					2-18-2011-	Roth, Mary-Tara, RN, MSN, MPH		Incomplete Tasks Open Steps to Complete

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