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”.

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.
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”**
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.
Click on the “Retract Submission” button.
You will be asked to confirm that you want to retract the submission.

To proceed, click on "Confirm".
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 When the submission has been retracted, you will get a popup.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.
The submission has been retracted and can now be accessed for modification by clicking on the form’s name link.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.