Signing-off on IRB Applications in INSPIR II As the Department Chair/Section Chief 🕥 *(inspir.bu.edu/*

When an IRB application needs your sign-off, you will get an email notification with a link to this page : https://inspir.bu.edu. This is the INSPIR II log-in page.

• 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".

Log In



This is your INSPIR Home page. It is the first screen you see when you log in.



The system will scroll your Home page down to the "Study Tasks" section.

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Study Tasks Outstanding Completed			Search for RB Nu	mber, Title, Alias	Search 🌣	<u>^</u>
All Tasks Study Tasks				Task List: All Review Board: All Filter By : none	× ×	
32 result(s) found					1 - 10 🕨	
Click to open Details Task Type Z Date Received Study Status	; Study Title Principal Study Alias Investigator	Review Board	RB Numbe	RB Expiration Priority	Complete By	
□ 📝 🖽 Submission Routing 03/22/2023 Draft Signoff 12:30 PM EDT Draft	Copy of Demo Protocol for Instructions			Na Priorite	×	
	Demo Khattar, Khaled, BA	IRB	H-38440			
□	- Full 2-18-2011- Administrator,none	IRB	You can	use the "S	earch" bo)X
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Once you locate the "Submission		IRB	vou ca	<mark>n iust scro</mark>	oll down.	
Routing Signoff" task for the study						
you want to sign off, click on the "Open" icon		IRB	H-38670	No Priority		
		IRB	H-36572	No Priority	×	
		IRB	H-31000 1	L2/31/2026 No Priority		

1) Click links in the "Submission Form(s)" section below to open and read the submission components.

