



Signing-off on IRB Applications in INSPIR II

When an IRB application needs your sign-off, you will get an email with a link to this page (<https://inspir.bu.edu>).

Enter your BU username and Kerberos password. Then click “Log In”.



Log In

The login page features a large aerial photograph of a modern building complex. Overlaid on the right side of the image are the logos for Boston University and Boston Medical. Below the logos, the text "INSPIR II" is prominently displayed, followed by the subtitle "Integrated Network for Subject Protection In Research". To the right of the image is a light blue login form with two input fields labeled "User ID:" and "Password:", and a "Log In" button below them.

[System/Browser Requirements](#)



This is your homepage.
It is the first screen you see when you log in.

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

Account: Khaled Khattar, BA
Department: BMC/BUMC - MED - Institutional Review Board

Home Logout Help

My Assistant
Study Assistant

Study Assistant

Add a New Study My Studies Submit a Form My Current Approvals Upcoming Renewals My Appointments

Below are your incomplete Study tasks:

| | |
|----------------------------|----|
| Waiting Submission | 10 |
| Submission Routing Signoff | 1 |

Below are your incomplete IRB tasks:

| | |
|-----------------------|----|
| Continuing Review Due | 12 |
| Submission Response | 2 |

Click on the folder icon to view task(s)

In the middle of the screen you can see all your "Incomplete Tasks" tucked away in folders including sign-off tasks in "Submission Routing Signoff" folder

The “Submission Routing Signoff” folder will extend to reveal all incomplete signoff tasks that are still waiting.

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

Account: **Khaled Khattar, BA**
Department: **BMC/BUMC - MED - Institutional Review Board**

Home Logout Help

Welcome Khaled Khattar, BA (Last Login: 04/13/2017 10:34 AM EDT)


Study Assistant

Add a New Study My Studies Submit a Form My Current Approvals Upcoming Renewals My Appointments

Below are your incomplete Study tasks:

- Waiting Submission
- Submission Routing Signoff

1 task(s) found...

| Open | Principal Investigator | IRB Number | Study Alias | Study Status | Ref Number | Submission Form Name | Expiration | Received |
|---|--------------------------------|------------|-------------|--------------|------------|--------------------------------|------------|-----------------------|
|  | Demo Protocol for Instructions | | | | | | | |
| | Khaled Khattar, BA | H-35016 | Demo | Draft | 832436 | Initial Review Submission Form | | 2017-04-13 10:57:21.0 |

Below are your incomplete IRB tasks:

- Continuing Review Due **12**
- Submission Response **2**

Click on the Open icon

Here is where you will find details about a study awaiting sign-off

1) Click links below to open and read the submission components.

Submission Routing Signoff

Back

Save Signoff

Create PDF Packet

Study T
Submission Reference Num

Submission Form(s):

| Include in PDF Packet | Submission Component Name |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Submission Form(s) |
| <input type="checkbox"/> | Initial Review Submission Form |
| Application | |
| <input type="checkbox"/> | Study Application |

Attestation Statement

By selecting "Approve" and providing my electronic signature on this certification, I am certifying that:

- 1. I am the Department Chair/Section Chief for the department where this study/protocol will be conducted; and
- 2. The study/protocol is appropriate to be conducted in the department; and
- 3. The Principal Investigator has adequate expertise in the subject matter and in
- 4. The research staffing is appropriate; and
- 5. The research will not interfere with patient care; and
- 6. The standard of care described in the protocol reflects the standard of care in
- 7. The research can and should be conducted within this department.

2) After reviewing the Study Application, click "Approve" or "Deny". Then enter your username, password, and hit "Save signoff". That's it!

Khaled Khattar, BA as Department Chair/Section Chief
do you Approve or Deny this submission?
 Approve Deny
Comments: Click

This form requires your electronic signature.
Please enter your User ID & Password:
User ID:
Password:

Save Signoff

View Other Comments:

Khaled Khattar, BA Principal Investigator Approved

Comments: