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

User ID:

Password:

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

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.

Click on the “Submission Routing Signoff” folder icon to view task(s).
The “Submission Routing Signoff” folder will extend to reveal all incomplete signoff tasks that are still waiting.

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

Click on the Open icon.
1) Click links in the “Submission Form(s)” section below to open and read the submission components.

2) Make sure you read the attached “Reducing Implicit and Explicit Bias in Research Form” and only sign off if it is adequate.

3) Please read the “Attestation Statement”.

Please scroll down to read the rest.
After scrolling down, you will see the following.

4) If the “Reducing Implicit and Explicit Bias in Research Form” is adequate, check the “I affirm” check box and proceed to steps 5 and 6 below.

* If the “Reducing Implicit and Explicit Bias in Research Form” is not adequate, please use the PI's contact info provided in this section to ask them to retract the submission, make the appropriate changes to this form, and resubmit. Please do not sign off for now.

5) After reviewing the Study Application and the Reducing Implicit and Explicit Bias in Research Form, click “Approve”.

6) Then hit “Save Signoff”. That’s it!