



**Signing-off on IRB  
Applications in INSPIR II  
As the Department  
Chair/Section Chief**



**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.**

## 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”.**

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

# INSPIR II

Integrated Network for Subject Protection In Research

**Username (not email):**

**Password:**

**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

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



Hello Khaled Khattar, BA  
your last login was  
03/22/2023 10:40 AM EDT

Announcements **1** Help Tutorial My Profile Log Out

My Workspaces Study Assistant

### 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
54	53	3	

### Tasks

All Tasks	<b>34</b>
Study Tasks	<b>32</b>

Under **Study Assistant** tab,  
Click on **“Study Tasks”**

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

**Study Tasks** Outstanding Completed

Search for RB Number, Title, Alias Search

Task List: All Review Board: All Filter By: --none--

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

Click to open	Details	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration	Priority	Complete By
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Submission Routing Signoff	03/22/2023 12:30 PM EDT	Draft	Copy of Demo Protocol for Instructions	Khattar, Khaled, BA	IRB	H-38440		No Priority	
<input type="checkbox"/>	<input type="checkbox"/>	Continuing Review Due	12/12/2019 03:32 AM EST	Approved / Open - Full Board	Testing	Administrator, --none--	IRB			No Priority	
<input type="checkbox"/>	<input type="checkbox"/>	Waiting Submission	07/16/2019	Approved / Open - Full	Testing		IRB			No Priority	
<input type="checkbox"/>	<input type="checkbox"/>						IRB			No Priority	
<input type="checkbox"/>	<input type="checkbox"/>						IRB	H-38670		No Priority	
<input type="checkbox"/>	<input type="checkbox"/>						IRB	H-36572		No Priority	
<input type="checkbox"/>	<input type="checkbox"/>						IRB	H-31000	12/31/2026	No Priority	

Once you locate the “Submission Routing Signoff” task for the study you want to sign off, click on the “Open” icon

You can use the “Search” box to locate the study or draft. Or you can just scroll down.

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

**Submission Routing Signoff** Back

Save Signoff

**Study Title:** Demo Protocol for Instructions  
**Submission Reference Number:** 832436

Include in PDF Packet	Submission Component Name
<b>Submission Form(s)</b>	
<input type="checkbox"/>	Initial Review Submission Form
<b>Application</b>	
<input type="checkbox"/>	Study Application
<b>Document(s)</b>	
Category : Reducing Implicit and Explicit Bias in Research Form	
<input type="checkbox"/>	Reduction of Bias in Research Form

**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 research; and
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 the department; and
7. The research can and should be conducted within this department.

Create PDF Packet

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.

### Reduction of Explicit and Implicit Bias in Research

Please affirm the following statement before signing off on this submission

As the Department Chair/Section Chief, I have reviewed the "Implicit and Explicit Bias Evaluation Form" attached in the potential for the study to have implicit and explicit biases and I have determined that the study may proceed as-

I affirm

If you cannot affirm the statement above because:

1. the PI did not attach the "Reducing Implicit and Explicit Bias in Research Form", or;
2. the form needs modification prior to IRB review, or;
3. the study as-submitted needs modification due to the potential for implicit and/or explicit bias, then please do not sign off on the submission. Instead, you should:
  1. To retract this submission, and;
  2. If applicable, to address issues of bias within the study design, and;
  3. To complete or revise the "Reducing Implicit and Explicit Bias in Research Form" in the "Initial Review Submission Form" as-needed and attach it, and;
  4. To resubmit for signoffs

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.

### Study Contact Information

Principal Investigator:

Khaled Khattar, BA

Principal Investigator E-mail Address:

kkhattar@bu.edu

Principal Investigator Primary Phone:

(617) 638-7203

IRB Number:

H-35016

*\* 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.*

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

 Save Signoff

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!

[View Other Comments:](#)