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.

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

Under **Study Assistant** tab, Click on **“Study Tasks”**
The system will scroll your Home page down to the “Study Tasks” section.

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

Once you locate the “Submission Routing Signoff” task for the study you want to 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!