How to Sign Off on a Study Submission as the PI

- Principal Investigators
- Department Chairs
- “Special Routing”
  - IDS Pharmacy
  - Radiology
  - Nursing
- Other authorizations
  - Co-investigators
  - Other departments involved in the research
Type “https://inspir.bu.edu” in the web browser’s address bar and click “Enter”; or click on this link: https://inspir.bu.edu. This will bring you to this 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”.

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.
PI clicks links below to open and read all the documents related to this study submission BEFORE signing off on this submission.

PI reads the Attestation Statement before signing off.

To sign off on the submission is a 2 steps process for the PI:

1. PI clicks Approve or Deny
2. Then clicks “Save Signoff” – this will Submit this submission.