

# Looking Up User Training Information in INSPIR

- Checking your own training information
- Checking training for other study personnel of an already submitted or approved study
- Checking training when adding study personnel to your study

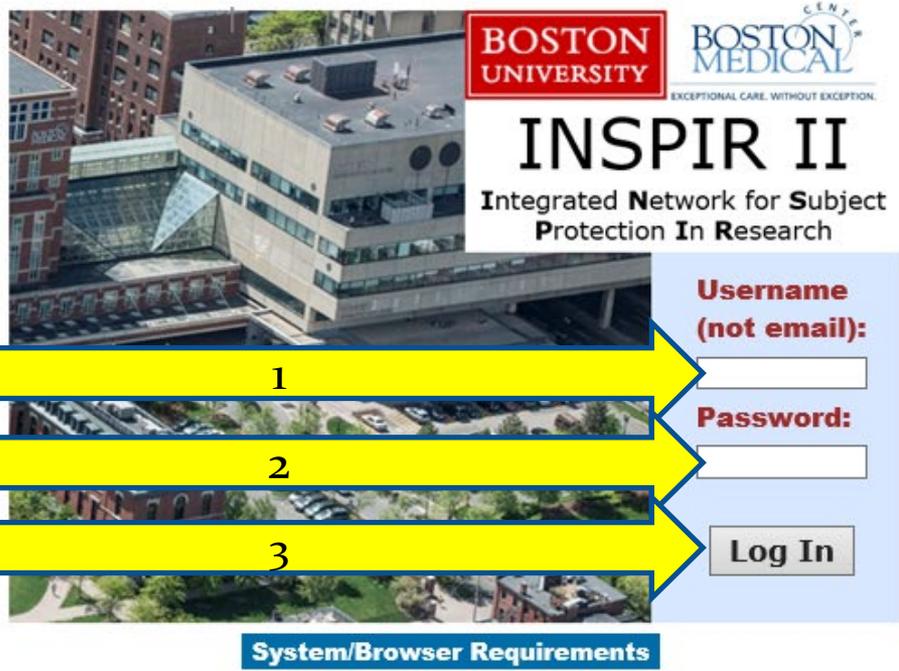


# Checking your own training information

Type “[https://inspir.bu.edu](https://inspir.bu.edu/)” in the web browser’s address bar and click “Enter”; or click on this link: [https://inspir.bu.edu](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 my home page

### Featured Study Operations

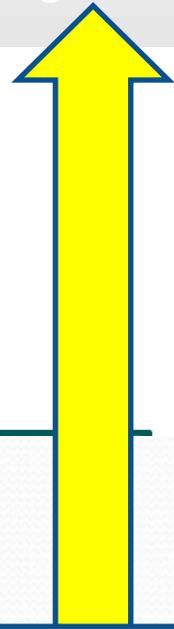
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

### By the Numbers

Submissions in Process	Forms Pending Submission	Pending My Response	High
54	53	4	>

### Tasks

All Tasks	35
Study Tasks	33



**Hover your mouse pointer over “My Profile” to extend the dropdown list and then click on My Account**

# This is My Account Page sub-page: Profile

My Workspaces

My Profile

Back

Save Changes

- Profile
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Disclosures
- Signoff Availability
- Notes

Click on "Training History"

**\* Last Name:** Khattar      **First Name:** Khaled      **Middle Name:**

**Job Title:**       **Contact Information (required):**       **Use for System Notifications:**

**Address:** kkhattar@bu.edu

**\* Phone:** (617) 638-7203

**Cell Phone:**

**Pager:**

**Fax:** 617-638-7234

**Mailing Address:** Robinson 4, Room 414I

**Department(s)**

- BMC/BUMC-Institutional Review Board(IRB)

**Specialty:**

**Relationship to the Institution:**  Affiliated  Non-Affiliated

**Affiliation:**

BUSM or Dental Faculty/Staff

**Representational capacity:**  Scientist  Non-Scientist

- You will be brought to the “Training History” page. You’ll be able to see the list of your training, course date, and course expiration date.

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

Announcements 1 Help My Profile

My Workspaces My Profile **My Account - Khaled Khattar, BA** Back

Training Group - Course	Course Date	Course Expiration	Score	
BUMC Certification in Human Subject Protection	09/01/2004	06/30/2017		Add a New Document
BUMC HIPAA Module - Basic Course	09/27/2016			Add a New Document

Remove	Edit/View	Document Title	File
		My HIPAA Training Certificate	 103.98 KB

BUMC HIPAA and Research Data Security - Basic Course	09/27/2016			Add a New Document
Conflicts of Interest - Basic Course				
Medical Campus Biomedical Researchers - Refresher				

The system also gives you the option to upload the training certificate for the corresponding training course for your records by clicking “Add a New Document” and uploading it.



Checking training for other study  
personnel of an already submitted or  
approved study

### Featured Study Operations

- Create a New Study
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### By the Numbers

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When you login into INSPIR II (<https://inspir.bu.edu/>), you will get to this page. This is your Home page

Click on **“View and Manage My Studies”**

54 result(s) found...

1 - 10

The system will scroll your Home page down to the "All Studies" section.

All Studies Recently Used Study Status Search for RB Number, Title, Alias Search

All Draft IRB

52 result(s) found...

1 - 10

Click to open Study Dashboard	Study Status	Review Board	RB Number	Actions
	Pending - Initial Review	IRB	H-35910	Hide Exempt Copy Delete Correspond
	Draft			Hide Exempt Copy Delete Correspond
	Draft	IRB	H-36572	Hide Exempt Copy Delete Correspond
	Draft	IRB	H-38440	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Draft	IRB	H-35016	Applications Documents Forms Hide Exempt Copy Delete Correspond
	Exempt	IRB	H-26637	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			Demo Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
			Demo Khattar, Khaled, BA	Applications Documents Forms Hide Exempt Copy Delete Correspond
			26637 Cruz, Ricardo, MD	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			29042 Kramer, Jessica	Applications Documents Forms Hide Close Exempt Copy Delete Correspond
			asdf	

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

Once you locate the study, click on the "Open" icon

• This will bring you to the study's "Submissions/Study Management" page. Click on the "Study Management" tab to go there.

- Protocol Items**
- Study Application
  - Informed Consents ▶
  - Other Study Documents ▶

- Submission Forms**
- Available Forms**
- Change Request and Amendments
  - Contact Information Change Request Form
  - Continuing Review Submission Form
  - Final/Closure Report Form
  - Initial Review Submission Form
  - Internal Study Personnel Changes
  - Protocol Exception Form
  - Reportable Events and New Information Form
  - StudyFinder Form

- Subforms Attachments**
- (Read-only)**
- Recruitment Materials
  - Sample Collection

- Submissions History
- Study Correspondence

Outstanding Submission(s)			
Track Location	Ref Number	Request Type	Process Submission
	925256	Click on the hyperlink to edit/view the submission. IRB has requested a Submission Response for Initial Review Submission Form	<input type="button" value="Send Submission"/>

- This will bring you to study's "Study Management" page. Click on "Study Summary/Profile" to go there.

Study Details

- Study Summary/Profile
- Screen Access
- Key Personnel
- External Personnel
- Department Access

Study Tasks

- Study Notebook

Sponsors & Subrecipients

- Sponsor

Drugs and Devices

- Drug/Biologic/Chemical agents
- Devices

Enrollment Criteria

- Inclusion Criteria
- Exclusion Criteria

Enrollment Reports

- Targeted Enrollment Table
- Total Inclusion Enrollment Table

- This will bring you to study's "Study Summary" page. All study personnel would be listed in the "Study Personnel" section. Click on the "Profile" icon next to the investigator's name to view his/her profile and training info.



Current Enrollments:	0
Accrual Ceiling:	
Peds Category:	
Study Classification:	
Has IND/IDE:	No

Study Department(s)	
Name	Is Primary
BMC/BUMC - BMC - Nursing	Yes

Study Personnel	
Principal Investigator:	Administrator, --none--
Study Contact:	 Khaled Khattar, BA
Department Administrator:	 Administrator, --none--

IRB			
IRB Number:	H-35910	Is Ceded From:	No
IRB of Record:	Yes		
Committee of Record:	--none--		
IRB Initial Approval:			
Review Cycle:	Annually		

Account: Khaled Khattar, BA  
 Department: BMC/BUMC - MED - Institutional Review Board  
 Path: Home > study mgmt.

IRB Number: **H-35910**  
 Study Alias: Testing Checklist Expedited/Ful ...  
 PI: Administrator, --none--

My Workspaces Study Assistant Study Summary Back

Study Status: Pending - Initial Review Testing Checklist Expedited/Full Board 12-2-2016

**User Information - Khaled Khattar, BA**

### Contact Information

Last Name: Khattar First Name: Khaled Middle Name:

Suffix: Job Title: Application Support Specialist Contact Information:

Degree: BA Email Address: kkhattar@bu.edu  
 Primary Number: (617) 638-7203

Employee ID: Cell Number:  
 Pager Number:  
 Fax Number: 617-638-7234

Specialty: Mailing Address:  
 Robinson 4, Room 4141

Relationship to the Institution:  Affiliated  Non-Affiliated  
 Affiliation: BUSM or Dental Faculty/Staff  
 Department(s): BMC/BUMC-Institutional Review Board

### Training History

Training Group	Course	Course Date	Course Expiration	Score
	BUMC Certification in Human Subject Protection	09/01/2004	06/30/2017	
	BUMC HIPAA Mod...ic Course	09/27/2016		
	BUMC HIPAA and Data Security - Basic Course	09/27/2016		
	Conflicts of Interest Course	12/19/2018	12/18/2022	

Document Title: My HIPAA Training Certificate File: 103.98 KB

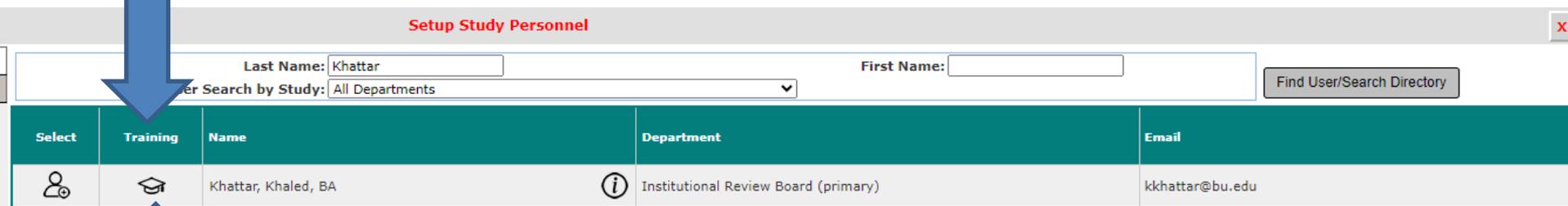
IRB of Record: Yes  
 Committee of Record: --none--  
 IRB Initial Approval:  
 Review Cycle: Annually  
 IRB Expiration Date:

- This will bring you to that investigator's "User Information" page. Here, you can check the investigator's profile and training information.

# Checking training when adding study personnel to your study

As part of the certification provided by the Principal Investigator, they certify that all of the individuals listed on the INSPIR application are up to date on the required training. Therefore, it is important to get into the habit of using this new feature in INSPIR to look up users' training information.

It is important that you check their training information to see if they are up-to-date with their human subjects training before adding them to your study. This is done while you are still in the “Setup Study Personnel” page which opens after clicking on the “Setup Study Personnel” button in the Study Application (Section 3) for an unapproved study, or in the Internal Study Personnel Changes form (Section 1.7) for an already approved study. After typing the last name of the person you’re adding and clicking on the “Find User/Search Directory” button, the system will display the list of users with that last name. And next to the user’s name, you will see an icon in the “Training” column (as shown in the screen shot below).



Setup Study Personnel

Last Name:  First Name:

User Search by Study:

Select	Training	Name	Department	Email
		Khattar, Khaled, BA	 Institutional Review Board (primary)	kkhattar@bu.edu

If you click on the “Training” icon, the system will display the corresponding user’s training information as shown in the next slide.

Training Group	Courses (Course Date - Expiration) All Courses must be green within one rule for the group to be valid	Status
Medical Campus Biomedical Researchers	<b>Rule 1</b>  Medical Campus Biomedical Researchers - Basic Course <b>Rule 2</b>  Medical Campus Biomedical Researchers - Refresher Stage ( 02/16/2016 - 02/15/2019)	Expired
GCP	<b>Rule 1</b>  CITI Good Clinical Practice Course - GCP <b>Rule 2</b>  GCP - In Person Course <b>Rule 3</b>  CITI Good Clinical Practice Course - GCP Refresher <b>Rule 4</b>  GCP - Blackboard Social-behavioral Course <b>Rule 5</b>  GCP - Accepted External Course <b>Rule 6</b>  GCP - Social and Behavioral Research Best Practices for Clinical Research - Basic Course <b>Rule 7</b>  CITI Good Clinical Practice Biomedical Course - GCP <b>Rule 8</b>  CITI Good Clinical Practice Biomedical Course - GCP Refresher	Never Active
BUMC HIPAA Module	<b>Rule 1</b>  BUMC HIPAA Module - Basic Course ( 09/27/2016 - )	Active
IRB	<b>Rule 1</b>  BUMC Certification in Human Subject Protection ( 09/01/2004 - 06/30/2017) <b>Rule 2</b>  Medical Campus Biomedical Researchers - Basic Course <b>Rule 3</b>  Medical Campus Sociobehavioral Researchers - Basic Course <b>Rule 4</b>  Medical Campus Biomedical Researchers - Refresher Stage ( 02/16/2016 - 02/15/2019) <b>Rule 5</b>	Expired

Look for the “IRB” row under the “Training Group”, if the corresponding “Status” on the far right says “Active”, that means that the user’s training is up-to-date. If it says “Expired”, “Never Active”, or there is no “IRB” row, then the user is not up to date with training. The user needs to complete the CITI training as explained on the OHRA website at: <http://www.bumc.bu.edu/ohra/required-training/>.

**Note:** If your study requires Good Clinical Practice training for your study staff, then also look for the “CITI Good Clinical Practice Course” row and make sure that the row exists and that the corresponding “Status” on the far right says “Active”.