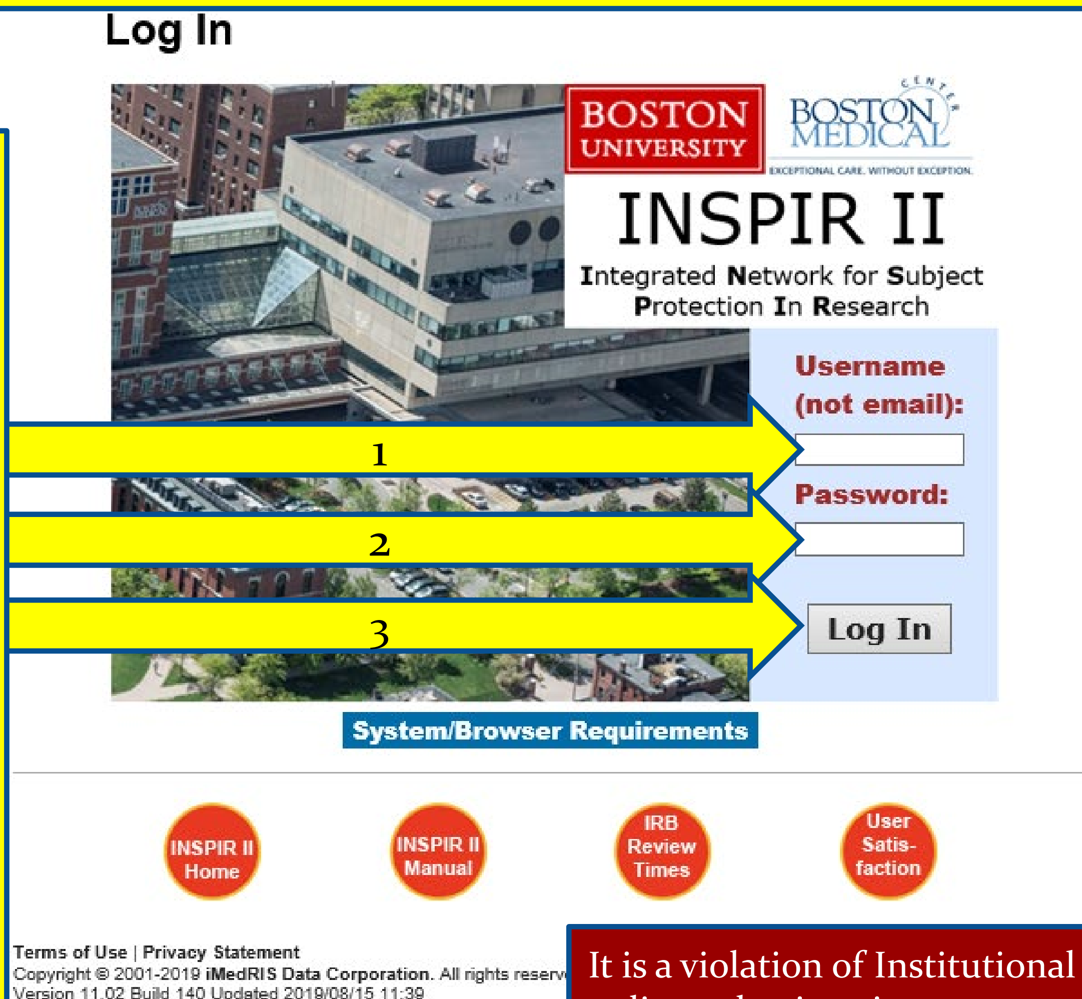
# Looking Up User Training Information in INSPIR

- 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

https://inspir.bu.edu/

Type “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



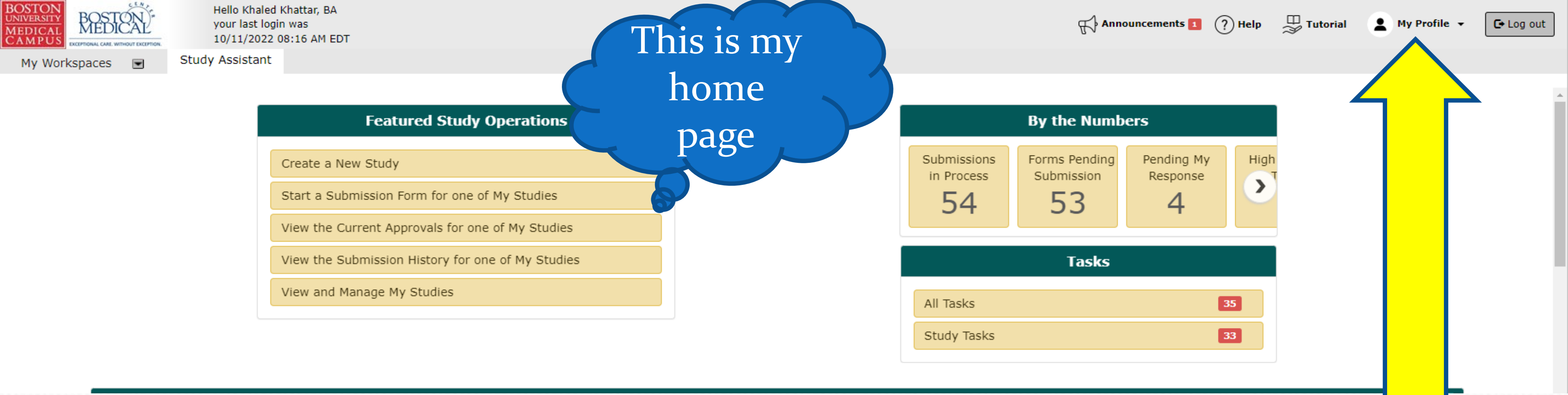

- You can Login using your BU username (e.g. “jdoe” if your BU email is “jdoe@bu.edu”) along with your BU Kerberos password

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

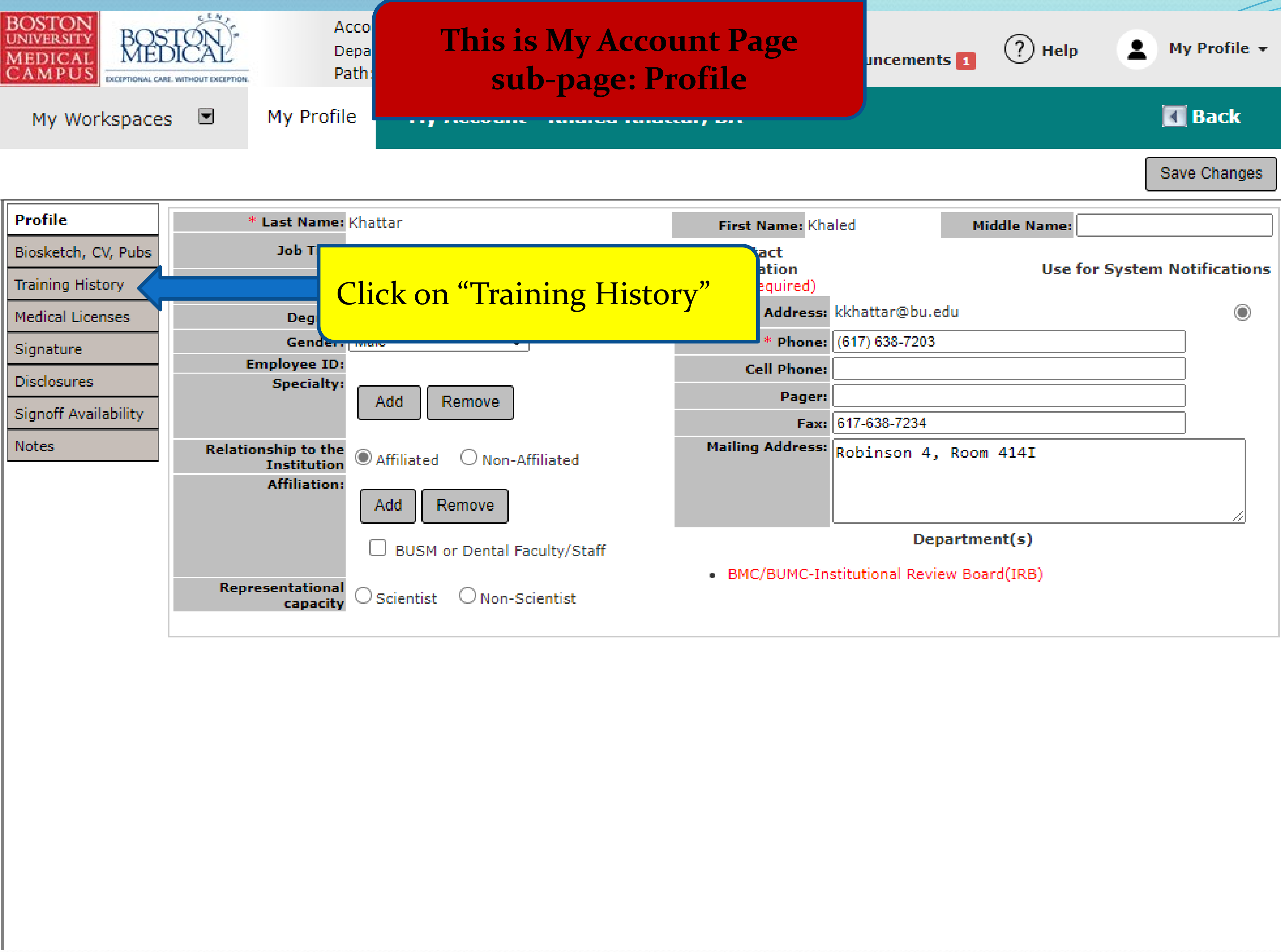



**Hover your mouse pointer over “My Profile” to extend the dropdown list and then click on**

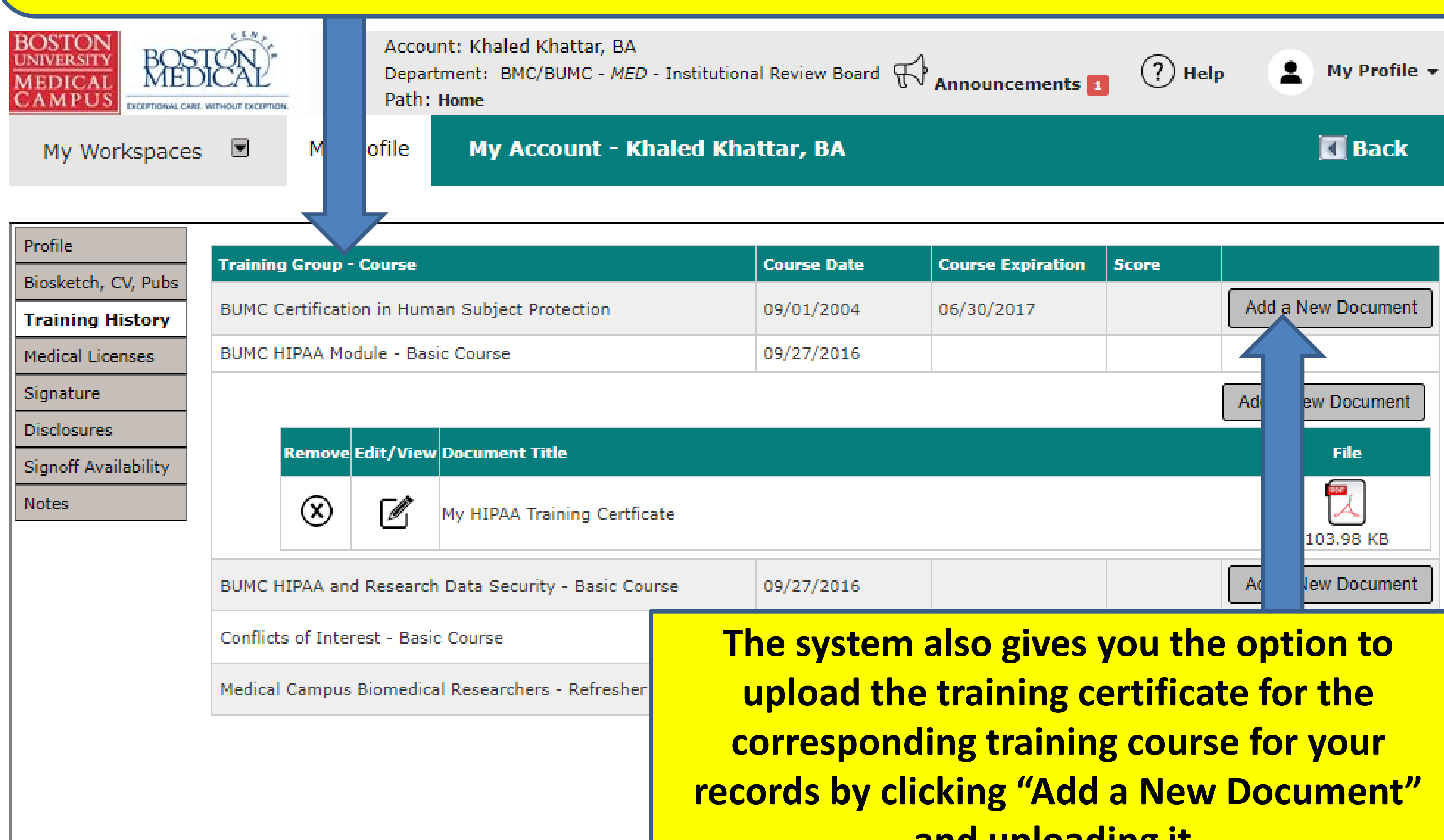
# My Account

**This is My Account Page sub-page: Profile**

Click on "Training History"

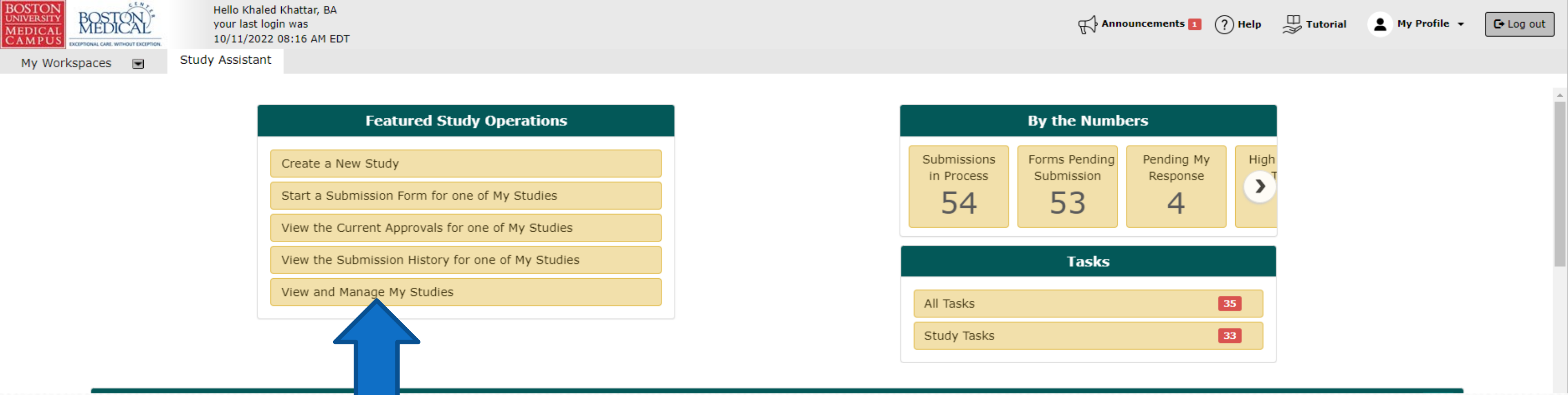


- You will be brought to the “Training History” page. You’ll be able to see the list of your training, course date, and course expiration date.




**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.**

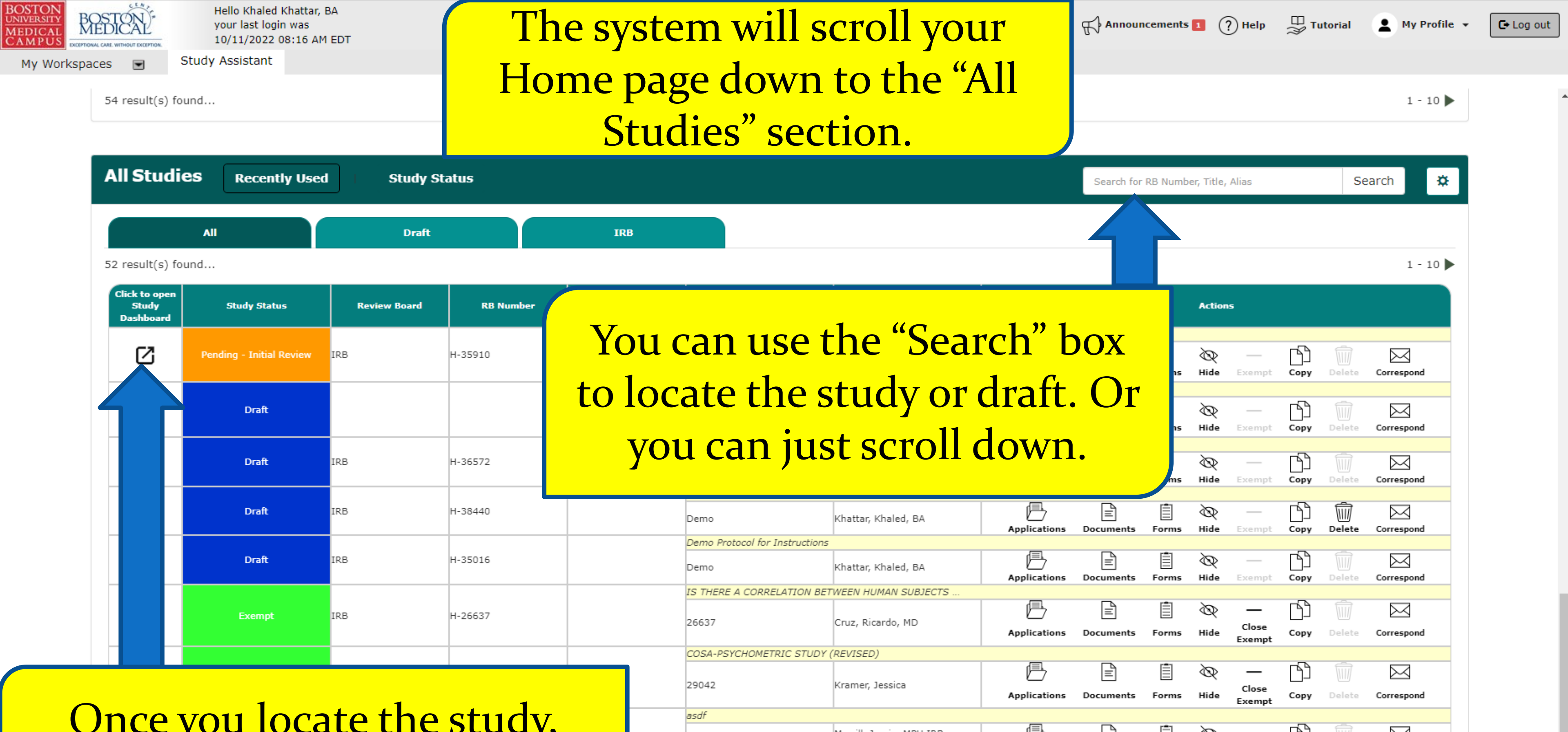
# Checking training for other study personnel of an already submitted or approved study




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**”

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




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.

BOSTON UNIVERSITY MEDICAL CAMPUS BOSTON MEDICAL CENTER

Account: Khaled Kl

Department: BMC/E

My Workspaces

y Alias: Testing Checklist

Administrator, --none--

Study Status: Pending - Initial ... w

Submissions | Study Management

**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 |
|---|---|---|---|
| Routing In Process | 925256 | Click on the hyperlink to edit/view the submission. IRB has requested a Submission Response for Initial Review Submission Form | Send Submission |

- This will bring you to study’s “Study Management” page. Click on “Study Summary/Profile” to go there.

My Workspac

Study Status: Pe

Submissions

**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

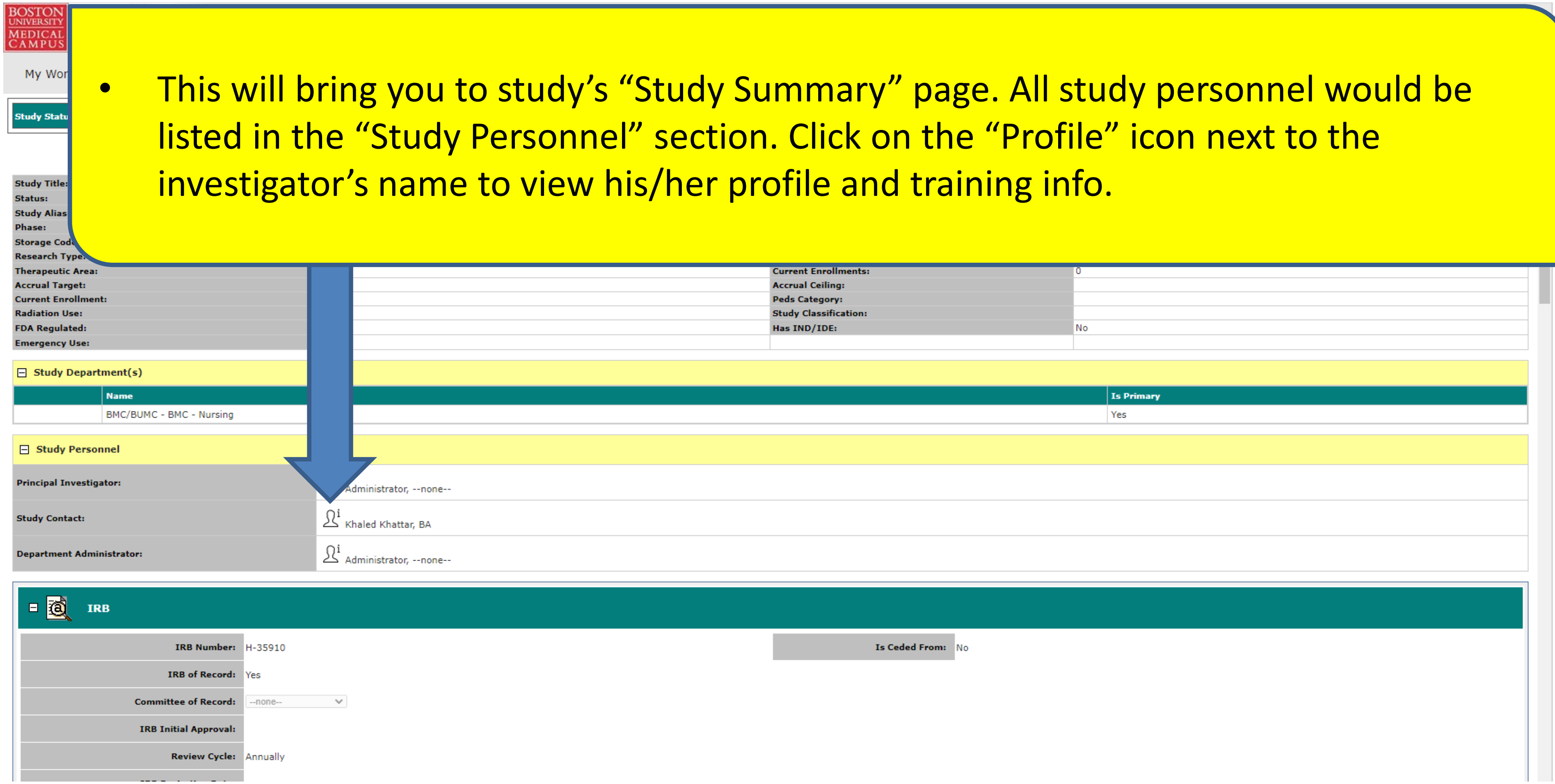
**Enrollment Criteria**

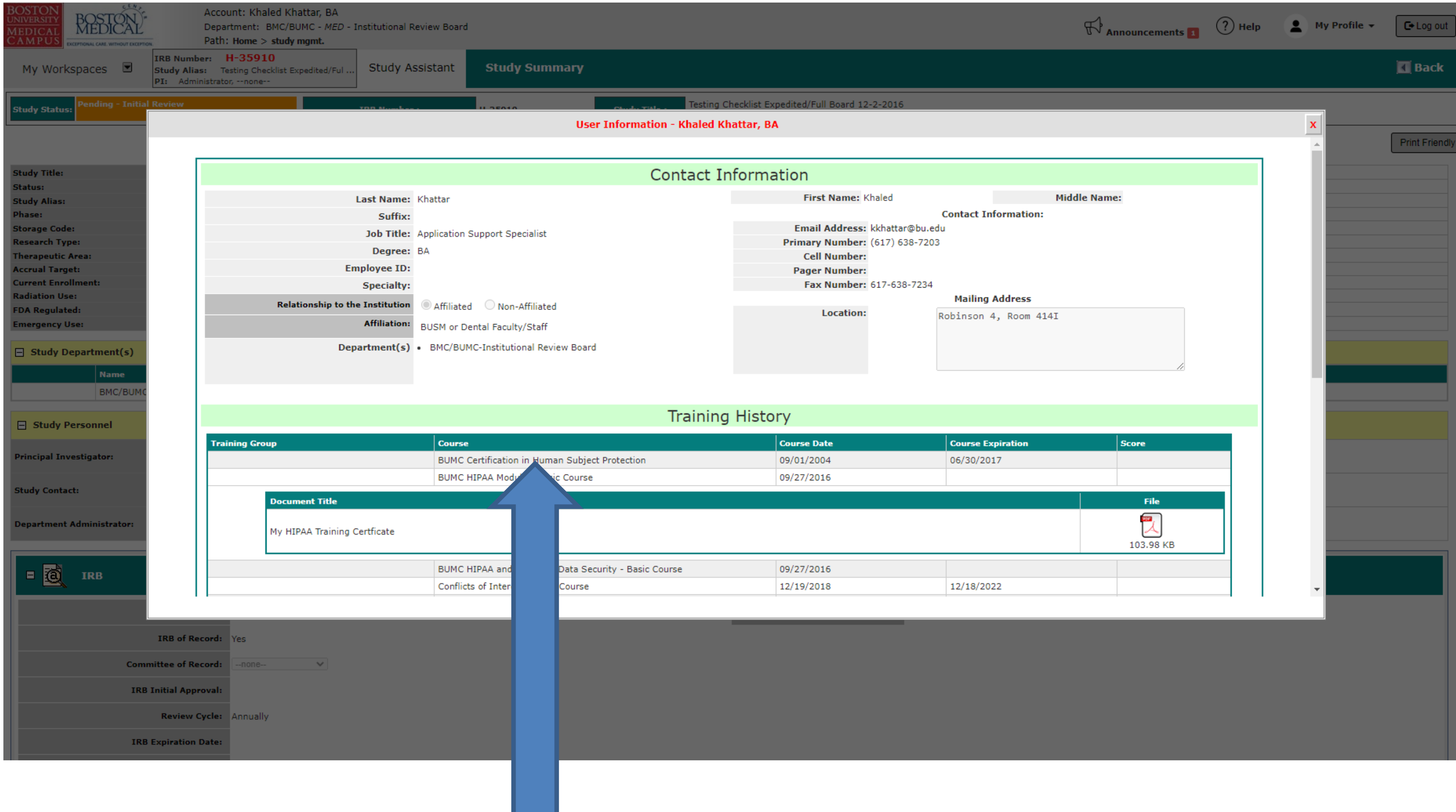
- Inclusion Criteria
- Exclusion Criteria

**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.



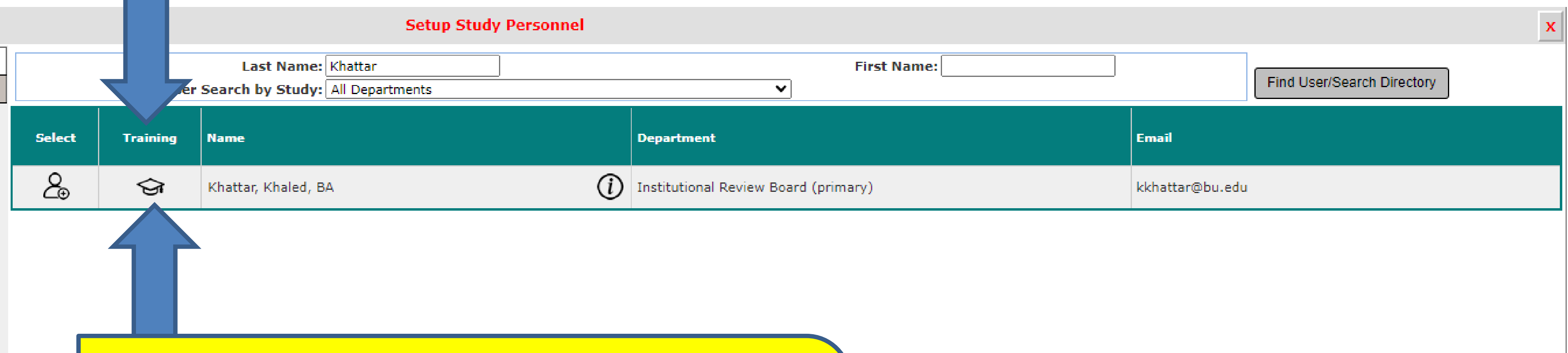



- This will bring you to that investigator's "User Information" page. Here, you can check the investigator's profile and training information.

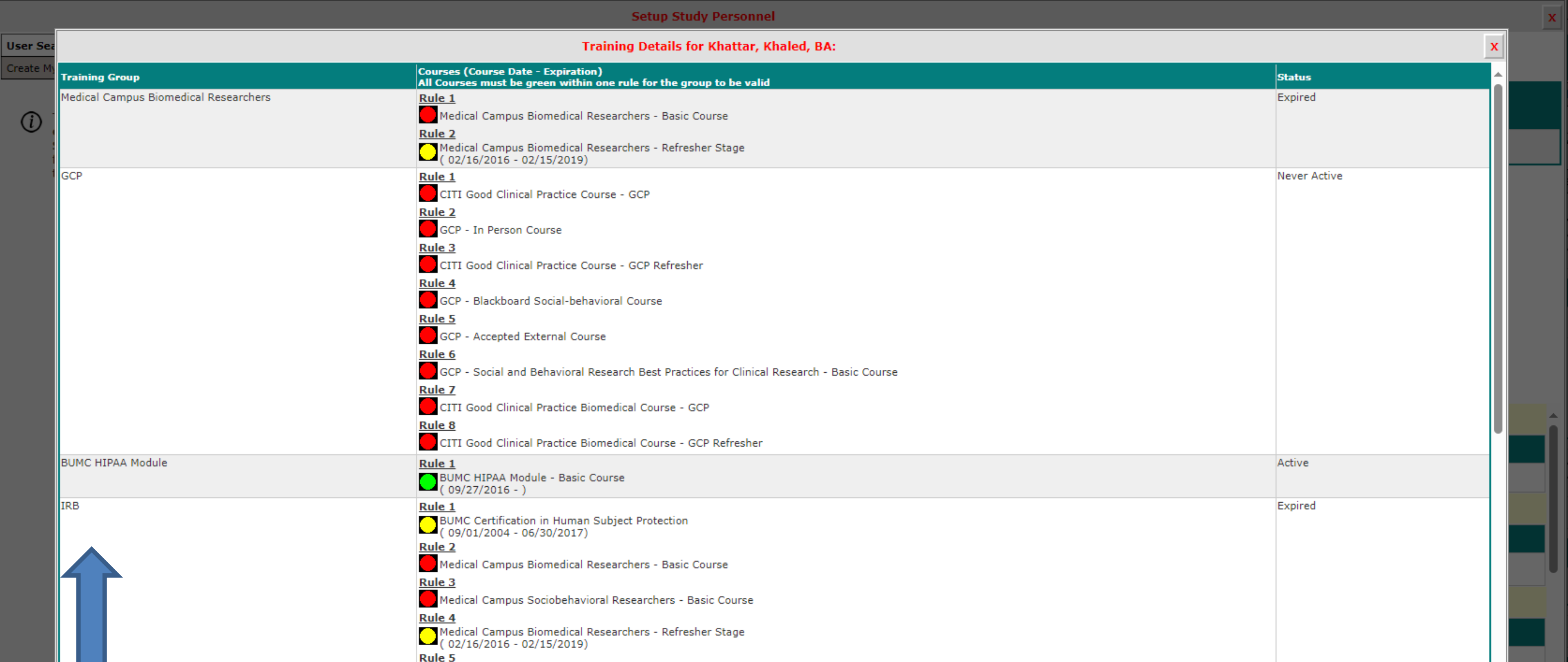
# Checking training when adding study personnel to your study

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).




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



Setup Study Personnel

Training Details for Khattar, Khaled, BA:

| 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 | Rule 1<br>Medical Campus Biomedical Researchers - Basic Course<br>Rule 2<br>Medical Campus Biomedical Researchers - Refresher Stage<br>( 02/16/2016 - 02/15/2019) | Expired |
| GCP | Rule 1<br>CITI Good Clinical Practice Course - GCP<br>Rule 2<br>GCP - In Person Course<br>Rule 3<br>CITI Good Clinical Practice Course - GCP Refresher<br>Rule 4<br>GCP - Blackboard Social-behavioral Course<br>Rule 5<br>GCP - Accepted External Course<br>Rule 6<br>GCP - Social and Behavioral Research Best Practices for Clinical Research - Basic Course<br>Rule 7<br>CITI Good Clinical Practice Biomedical Course - GCP<br>Rule 8<br>CITI Good Clinical Practice Biomedical Course - GCP Refresher | Never Active |
| BUMC HIPAA Module | Rule 1<br>BUMC HIPAA Module - Basic Course<br>( 09/27/2016 - ) | Active |
| IRB | Rule 1<br>BUMC Certification in Human Subject Protection<br>( 09/01/2004 - 06/30/2017)<br>Rule 2<br>Medical Campus Biomedical Researchers - Basic Course<br>Rule 3<br>Medical Campus Sociobehavioral Researchers - Basic Course<br>Rule 4<br>Medical Campus Biomedical Researchers - Refresher Stage<br>( 02/16/2016 - 02/15/2019)<br>Rule 5 | 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/.](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”.