



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” 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”.

1

2

3

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 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

54

Forms Pending Submission

53

Pending My Response

4

High



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

Profile

Biosketch, CV, Pubs

Training History

Medical Licenses

Signature

Disclosures

Signoff Availability

Notes

*** Last Name:** Khattar

Job Title:

Degree:

Gender: Male

Employee ID:

Specialty:

Add **Remove**

Relationship to the Institution: ☒ Affiliated ☐ Non-Affiliated

Affiliation:

Add **Remove**

☐ BUSM or Dental Faculty/Staff

Representational capacity: ☐ Scientist ☐ Non-Scientist

First Name: Khaled

Middle Name:

Contact Information (Required):

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)


Use for System Notifications: ☒

- 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 Account - Khaled Khattar, BA

Back

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

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								
<table> <thead> <tr> <th>Remove</th> <th>Edit/View</th> <th>Document Title</th> <th>File</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>My HIPAA Training Certificate</td> <td>  103.98 KB </td> </tr> </tbody> </table>					Remove	Edit/View	Document Title	File			My HIPAA Training Certificate	 103.98 KB
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

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


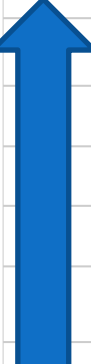























































Search



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								
	Draft										
	Draft	IRB	H-36572								
	Draft	IRB	H-38440								
	Draft	IRB	H-35016								
	Exempt	IRB	H-26637								
											

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

Once you locate the study.

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

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	<div>Send Submission</div>

- 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.

Therapeutic Area:		Current Enrollments:	0
Accrual Target:		Accrual Ceiling:	
Current Enrollment:		Peds Category:	
Radiation Use:		Study Classification:	
FDA Regulated:		Has IND/IDE:	No
Emergency Use:			

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

BOSTON UNIVERSITY MEDICAL CAMPUS **BOSTON MEDICAL CENTER**

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

Announcements 1 Help My Profile Log out

My Workspaces Study Assistant Study Summary Back

Study Status: Pending - Initial Review

User Information - Khaled Khattar, BA


Contact Information

Last Name: Khattar First Name: Khaled Middle Name:
 Suffix: Job Title: Application Support Specialist
 Degree: BA Email Address: kkhattar@bu.edu
 Employee ID: Primary Number: (617) 638-7203
 Specialty: Cell Number:
 Fax Number: 617-638-7234
 Relationship to the Institution: ☒ Affiliated ☐ Non-Affiliated
 Affiliation: BUSM or Dental Faculty/Staff
 Department(s): BMC/BUMC-Institutional Review Board
 Location:
 Mailing Address: Robinson 4, Room 4141

Training History

Training Group	Course	Course Date	Course Expiration	Score
	BUMC Certification in Human Subject Protection	09/01/2004	06/30/2017	
	BUMC HIPAA Modification 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 **File**

My HIPAA Training Certificate  103.98 KB

IRB of Record: Yes
 Committee of Record: --none--
 IRB Initial Approval:
 Review Cycles: 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:

Filter Search by Study: Find User/Search Directory

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.

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

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”.