How To Assign a Proxy for a Department Chair/Section Chief

- If you signoff as the Department Chair/Section Chief on studies conducted in your department, make sure that you appoint an appropriate person to signoff on your behalf in your absence.
- It is important that the covering person has the appropriate background/credentials to serve the role in your absence.
- The research proxy should be set up before you leave and must be removed when you return.
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.

- 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

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 “Signoff Availability”
To add a proxy, click on the “Add Alternate Signoff” button.
1- Type in the person’s last name.
2- click on “Find”

3- Once that person’s name is found and listed above, click on the check mark to select it.
Now you need to tell the system that you are not available for signoff anymore.

1- Make sure you select Department Chair /Section Chief or the appropriate role.

2- Click “No”

3- Click on “Save Changes”.

The proxy’s name should show up here.

Note: It is important to select “No” before saving. If you don’t, the system will not route signoff notifications to the assigned proxy even if s/he is listed here.
If you’re done, click on “Home” or “Back” to exit to your Home page.
How To Remove a Proxy and Make Yourself Available for Signoff
To get back to this web page, follow the instructions in screens 2 through 4.

Click on the (X) icon to remove a person from being your signoff proxy.
Click on “Confirm” to proceed.
Now you need to tell the system that you are now available for signoff.

1- Click “Yes”
2- Click on “Save Changes”.

Note: Please don’t forget to change this to “Yes” and save. If you don’t, no one will receive signoff notifications.
If you’re done, click on “Home” or “Back” to exit to your Home page.