## 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.

else's username and password or to give your username and password

to someone else



Type "https://inspir.bu.edu" in the web browser's address bar and click "Enter"; or click on this link: <a href="https://inspir.bu.edu">https://inspir.bu.edu</a>. 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".







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



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Path:

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

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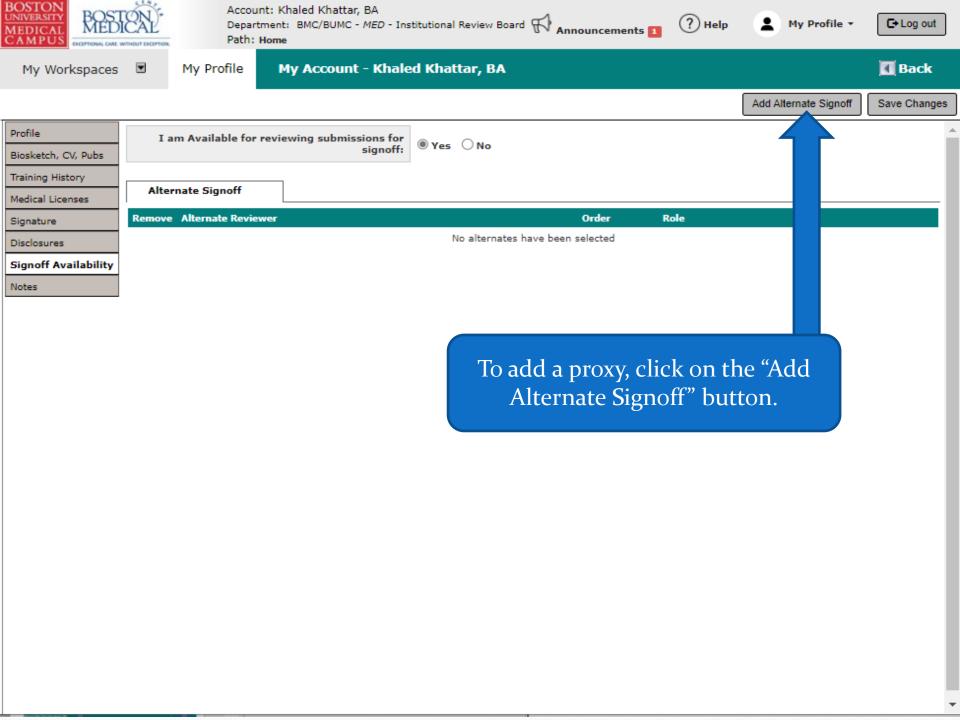


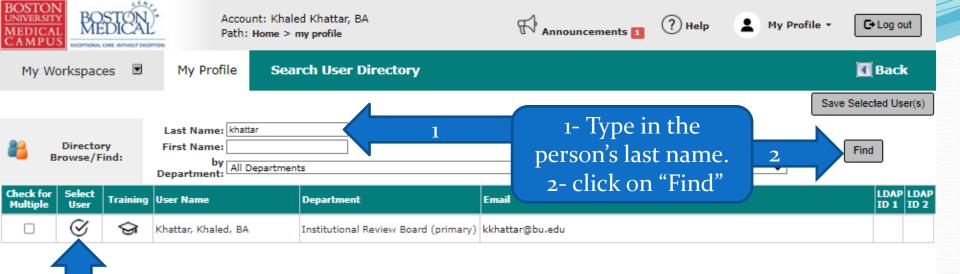
My Profile ▼

**Back** 

Save Changes

Profile \* Last Name: Khattar First Name: Khaled Middle Name: Biosketch, CV, Pubs Job Title: Application Support Specialist Contact Information Use for System Notifications Training History (\* fields required) Status: Active \* Email Address: kkhattar@bu.edu Medical Licenses Degree: BA ~ \* Phone: (617) 638-7203 Gender: Male Signature Employee ID: Cell Phone: Disclosures Specia Pager: Signoff Availability Click on "Signoff Availability" Fax: 617-638-7234 ddress: Notes Relationship to Robinson 4, Room 414I Affiliation: Add Remove Department(s) BUSM or Dental Faculty/Staff BMC/BUMC-Institutional Review Board(IRB) Representational O Scientist O Non-Scientist capacity

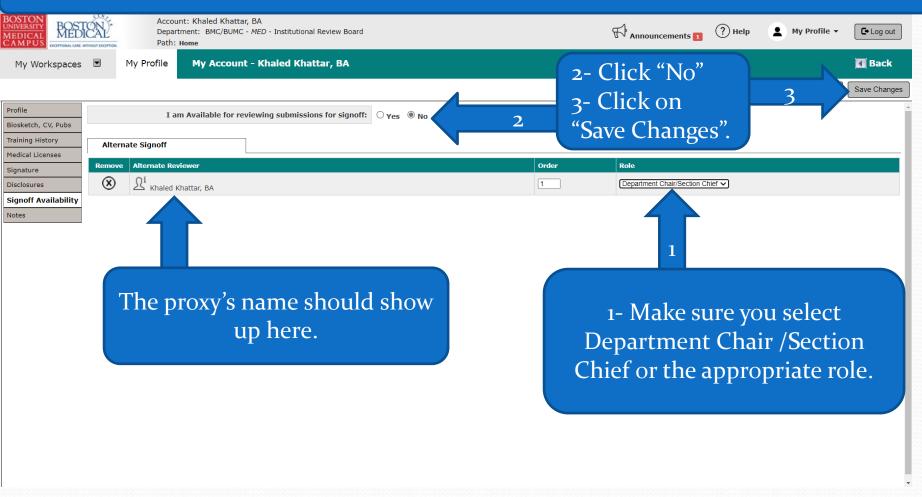




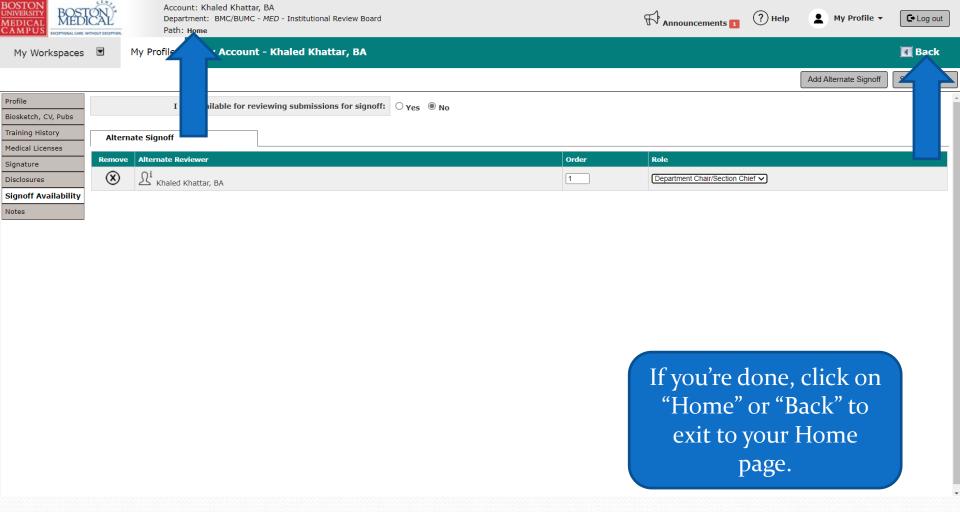
3- Once that person's name is found and listed above, click on the check mark to select it.

3

### Now you need to tell the system that you are not available for signoff anymore.



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..



# How To Remove a Proxy and Make Yourself Available for Signoff

