

# How To Assign a Proxy for a Principal Investigator

- If you are the PI of a study, make sure that you appoint an appropriate person to "cover" the study in your absence.
- It is important that the covering person has the appropriate background/credentials to serve the role in your absence.
- The Proxy PI should be a co-investigator on the study, should be familiar with the study, and must have the appropriate training (i.e. human subjects training certification and recertification).
- 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

### 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”.

**BOSTON UNIVERSITY** **BOSTON MEDICAL CENTER**  
EXCEPTIONAL CARE. WITHOUT EXCEPTION.

# INSPIR II

Integrated Network for Subject Protection In Research

**Username (not email):**

**Password:**

**Log In**

[System/Browser Requirements](#)

[INSPIR II Home](#) [INSPIR II Manual](#) [IRB Review Times](#) [User Satisfaction](#)

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

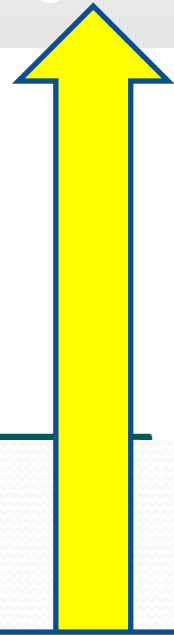
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

### 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

Save Changes

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

**\* Last Name:** Khattar

**Job Title:** Application Support Specialist

**Status:** Active

**Degree:** BA

**Gender:** Male

**Employee ID:**

**Relationship to Institution:**

**Affiliation:**

BUSM or Dental Faculty/Staff

**Representational capacity:**  Scientist  Non-Scientist

**First Name:** Khaled

**Middle Name:**

**Contact Information (\* fields required)**

**\* Email Address:** kkhattar@bu.edu

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

**Cell Phone:**

**Pager:**

**Fax:** 617-638-7234

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

**Department(s)**

- BMC/BUMC-Institutional Review Board(IRB)

Click on "Signoff Availability"



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

I am Available for reviewing submissions for signoff:  Yes  No

**Alternate Signoff**

Remove	Alternate Reviewer	Order	Role
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No alternates have been selected

To add a proxy, click on the “Add Alternate Signoff” button.



My Workspaces

My Profile

### Search User Directory

Back

Save Selected User(s)

Last Name:

First Name:

by

Department:

1- Type in the person's last name.  
2- click on "Find"

Find

Check for Multiple	Select User	Training	User Name	Department	Email	LDAP ID 1	LDAP ID 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Khattar, Khaled, BA	Institutional Review Board (primary)	kkhattar@bu.edu		

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

My Workspaces

My Profile

My Account - Khaled Khattar, BA

Back

I am Available for reviewing submissions for signoff:  Yes  No

1- Click "No"  
2- Click on "Save Changes".

Save Changes

Alternate Signoff

Remove Alternate Reviewer

Order

Role



Khaled Khattar, BA

1

--none--

The proxy's name should show up here.

Leave the role as "none". This is reserved for a proxy who will be signing off on your behalf as the Department Chair or Section Chief.

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..

My Workspaces ▾

My Profile ▾ **Account - Khaled Khattar, BA**

Back

Add Alternate Signoff Save Changes

I am Available for reviewing submissions for signoff:  Yes  No

**Alternate Signoff**

Remove	Alternate Reviewer	Order	Role
	Khaled Khattar, BA	<input type="text" value="1"/>	<input type="text" value="--none--"/>

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

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.

Add Alternate Signoff

Save Changes

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

I am Available for reviewing submissions for signoff:  Yes  No

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
	Khaled Khattar, BA	1	--none--



Click on the (X) icon to remove a person from being your signoff proxy

My Workspaces

My Profile

My Account - Khaled Khattar, BA

Back

Add Alternate Signoff

Save Changes

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

I am Available for reviewing submissions for signoff:  Yes  No

Alternate Signoff

Remove Alternate Reviewer

Order

Role



Khaled Khattar, BA

1

--none--

Are you sure you want to delete selected item?

CONFIRM

CANCEL

Click on "Confirm" to proceed.

Now you need to tell the system that you are now available for signoff.

My Workspaces

Back

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

I am Available for reviewing submissions for signoff:  Yes  No

1- Click "Yes"  
2- Click on "Save Changes".

Save Changes

Alternate Signoff

Remove	Alternate Reviewer	Order	Role
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No alternates have been selected

Note: Please don't forget to change this to "Yes" and save. If you don't, no one will receive signoff notifications.

I am Available for reviewing submissions for signoff:  Yes  No

**Alternate Signoff**

Remove	Alternate Reviewer	Order	Role
No alternates have been selected			

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

If you're done, click on "Home" or "Back" to exit to your Home page.