



Uploading your training
certificate(s) into your
INSPIR profile

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](#)



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

My Workspaces

Study Assistant

This is my home page

Featured Study Operations

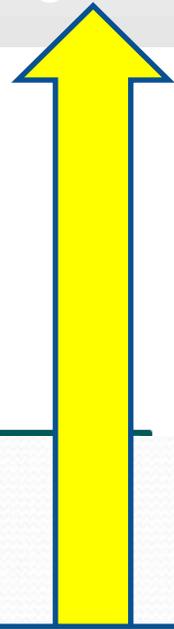
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

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 **First Name:** Khaled **Middle Name:**

Job Title: **Contact Information (required):** **Use for System Notifications:**

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)

Specialty:

Relationship to the Institution: Affiliated Non-Affiliated

Affiliation:

BUSM or Dental Faculty/Staff

Representational capacity: Scientist Non-Scientist

Click on "Training History"



- Profile
- Change Password
- 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	11/01/2011	05/30/2013		Add a New Document
BUMC HIPAA and Research Data Security - Basic Course	10/21/2022			Add a New Document
CITI Good Clinical Practice Biomedical Course - GCP	03/31/2021	03/30/2024		Add a New Document
CITI Good Clinical Practice Course - GCP	06/10/2018	06/09/2021		Add a New Document
GCP - Social and Behavioral Research Best Practices for Clinical Research - Basic Course	09/20/2022	09/19/2025		Add a New Document
Medical Campus Biomedical Researchers - Basic Course	10/31/2022	10/30/2025		Add a New Document
Medical Campus Sociobehavioral Researchers - Basic Course	10/31/2022	10/30/2025		Add a New Document



• In the “Training History” page, locate the training entry where you want to upload the certificate, and then click on the “Add a New Document” button.

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

*Title:

Load the document into iRIS:

Drag your file here or click in this area.

Name:

[View the Document](#) [Download the Document](#)

1. Type in a title
2. Click inside the "Load the document into iRIS" box to upload your certificate.

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

*Title: My GCP Certificate

Load the document into iRIS:

Name
No Document

Add Document

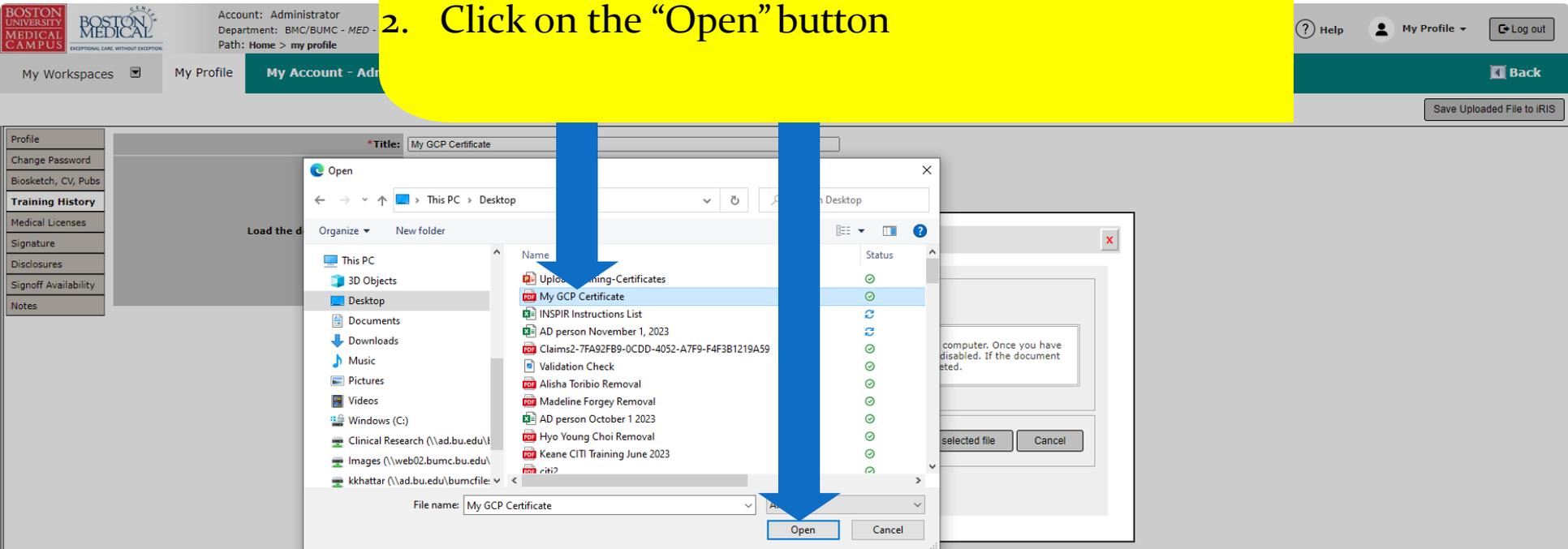
Document Location: No file chosen

Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The 'Choose File' and 'Save selected file' buttons will become disabled. If the document is a large document the window will stay in place until the 'load' operation has completed.

You will get a popup. Click on the “Choose File” button to locate your certificate on your computer.

Note: This popup might look different in your system depending on the computer system that you are using, and the web browser used.

1. You will get the “Open” popup. Navigate to where you have your certificate saved on your computer and select it.
2. Click on the “Open” button



Note: This popup might look different in your system depending on the computer system that you are using, and the web browser used.

- The file name should be listed in the “Document Location” field. Click on the “Save selected file” button to proceed.

Account: Administrator
Department: BMC/BUMC - MED - Institutional Review Board
Path: Home > my profile

My Workspaces My Profile My Account - Administrator Back

Save Uploaded File to IRIS

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

Title: My GCP Certificate

Name: No Document

Add Document

Document Location: Choose File My GCP Certificate.pdf

Instruction: Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled until the document is a large document the window will stay in place until the upload operation has completed.

Save selected file Cancel

Note: This popup might look different in your system depending on the computer system that you are using, and the web browser used.

- You will be brought back here with the uploaded file icon visible. Click on the “Save Uploaded File to IRIS” button to proceed.

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Account: Administrator
Department: BMC/BUMC - MED - Institutional Review Board
Path: Home > my profile

My Workspaces My Profile **My Account - Administrator** Help My Profile Log out Back

Save Uploaded File to IRIS

*Title: My GCP Certificate

Drag your file here or click this area.

Name	View the Document	Download the Document
tmp_1_0_TrainingDocument.pdf		Download ...

- You will be brought back to the “Training History” page where any certificate you have uploaded will be listed and accessible for future downloads.


 Account: Administrator
 Department: BMC/BUMC - MED - Institutional Review Board
 Path: Home

My Workspaces ▾ My Profile **My Account – Administrator** Back

Training Group - Course	Course Date	Course Expiration	Score	
BUMC Certification in Human Subject Protection	11/01/2011	05/30/2013		View Document
BUMC HIPAA and Research Data Security - Basic Course	10/21/2022			View Document
CITI Good Clinical Practice Biomedical Course - GCP	03/31/2021	03/30/2024		View Document
CITI Good Clinical Practice Course - GCP	06/10/2018	06/09/2021		View Document
GCP - Social and Behavioral Research Best Practices for Clinical Research - Basic Course	09/20/2022	09/19/2025		View Document

Add New Document

Remove	Edit/View	Document Title	
		My GCP Certificate	 1.45 MB

Medical Campus Biomedical Researchers - Basic Course	10/31/2022	10/30/2025		Add a New Document
Medical Campus Sociobehavioral Researchers - Basic Course	10/31/2022	10/30/2025		Add a New Document