

How to Create and Submit a Contact Information Change Request Form

- Use this form if the only requested change is to the contact information in approved consent forms and/or other subject material.
- Do NOT use this form if you are requesting any other changes; instead, include the edited consent forms and/or subject materials with the Change Request and Amendment form or the Internal Study Personnel Changes form, as applicable.

Featured Study Operations

- Create a New Study
- Start a Submission Form for one of My Studies
- View the 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



When you login into INSPIR II (<https://inspir.bu.edu/>), you will get to this page. This is your Home page

Click on **“Start a Submission Form for one of My Studies”**

This opens the “Start a Submission Form” pop-up page.

Instructions: Select a study to work with, click to open it and start a Submission Form. You may use the search bar to find a specific study.

All Studies **Recently Used** Study Status

Search for RB Number, Title, Alias Search

All Draft IRB

54 result(s) found... 1 - 10

Select a Study	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Study Alias	Principal Investigator
<input checked="" type="checkbox"/>	Exempt - limited IRB review	IRB	H-31000		Testing	2-18-2011-	Administrator
	Closed - Ceded Review	IRB	H-37307		INTERFACE TESTING OF 'IRB-' APPENDING TO IRB STATUSES IN VELOSCT		
	Draft	IRB	H-38072				
	Draft	IRB	H-36572				
	Draft	IRB	H-44153				
	Draft	IRB	H-34575				
	Inactive - Administratively Closed	IRB	H-35910		Dummy Expedited/Full Board 6-22-2022		Administrator
	Draft	IRB	H-38079		Chart Reviews 8/17/2018		Administrator
	Draft	IRB	H-36594		Chart Reviews 8/17/2018		Administrator
					Exempt Study 6/7/2017		
					Exempt Study 6/7/2017		Administrator
					testcs1027title		

54 r... found... 1 - 10

Cancel Search

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

Once you locate the study, click on the “Select a Study” icon

This opens the “Submission Form List” popup.

The screenshot shows a web application interface with a 'Submission Form List' popup. The popup has a header with 'Study Status: Exempt', 'IRB Number: H-31000', and 'Study Title: Testing'. Below the header is a table of submission forms. A blue arrow points to the 'Start a new Submission' icon for the 'Contact Information Change Request Form'.

Available Forms	Version List	Start a new Submission	Edit Incomplete Submissions
Change Request and Amendments			
Contact Information Change Request Form			
Continuing Review Submission Form			
Final/Closure Report Form			
Internal Study Personnel Changes			
Protocol Exception Form			
Recruitment Materials Submission Form			
Reportable Events and New Information Form			

Click on “Start a New Submission” icon that corresponds to the “Contact Information Change Request Form”- blue arrow

This will start a new "Contact Information Change Request Form". Answer all questions. When you are done, click on "Save Form" button.

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

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

Announcements 1 Help My Profile Log out

My Workspaces My Workspaces Study **Contact Information Change Request Form - (Version 2.0)** Save Log out

IRB Number: H-31000
Study Nickname: 2-18-2011-
PI: Administrator

Print Friendly Refresh Constant Fields Save Form

Amendment Information

Study Information:

IRB Number:
H-31000

Study Title:
Testing

Principal Investigator:
Administrator

Amendment for Contact Information Changes only

Use this form if the only requested change is to the contact information in approved consent forms and/or other subject material. Do NOT use this form if you are requesting any other changes; instead, include the edited consent forms and/or subject materials with the Change Request and Amendment form or the Internal Study Personnel Changes form, as applicable. For more information, click [here](#).

Briefly describe below the requested changes. These changes will only take effect if and when the IRB administratively approves this amendment.

Communication of Contact Information Changes

Please indicate the plans for communicating contact information changes to subjects.
(NOTE: these plans are in addition to any general plans such as call forwarding or providing the new phone number in a voicemail message for the old phone number):

- No plan needed: No subjects have ever been enrolled
- No plan needed: No previously-enrolled subjects will have any additional study visits, phone calls, or mailings
- The plan is to notify subjects at next contact: Previously-enrolled subjects will be notified of the new contact information at their next study visit, phone call, or mailing
- Other: Another method will be used to notify previously-enrolled subjects of the new contact information (describe in text box below)

Materials with Changed Contact Information

Please indicate all materials with contact information changes

- One or more consent form
- Other subject materials

The system will take you to the “Form has been Completed” page.

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Announcements 1 Help My Profile Log out

My Workspaces IRB Number: **H-31000** Study **Contact Information Change Request Form - (Version 2.0)** Back

Study Nickname: 2-18-2011- PI: Administrator

Print Friendly

Form has been Completed!

Grant Key Personnel access to the study

- Signoff and Submit
- Return to Form
- Exit Form

If you want to go back into the Contact Information Change Request Form, click on “Return to Form” button.

Click on “Signoff and Submit” or “Notify PI for Signoff” if you’re ready to submit to the IRB.

Click on “Exit Form” to exit this form and come back later.

The PI will then receive a Submission Sign-off sheet (that looks like this).

1. The PI can review the Contact Information Change Request Form by clicking on the “Contact Information Change Request Form” link - yellow arrow
2. Then clicks on the “Approve” radio button. (orange arrow)
3. Then signs off by clicking “Save Signoff “ button. (red arrows)

The screenshot shows the 'Submission Routing Signoff' page. At the top, the user is identified as 'Administrator' from the 'BMC/BUMC - MED - Institutional Review Board'. The page displays submission details for 'Testing' (Submission Reference Number: 1628079). A table lists submission components, including a 'Contact Information Change Request Form' and a 'testing pptx' document. Below the table, the user is prompted to 'Approve' or 'Deny' the submission, with a 'Save Signoff' button. Three numbered arrows highlight the 'Contact Information Change Request Form' link (1), the 'Approve' radio button (2), and the 'Save Signoff' button (3).

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

Announcements 1 Help My Profile Log out

My Workspaces Study Submission Routing Signoff Back

Save Signoff

Create PDF Packet

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			Contact Information Change Request Form
Document(s)			
Category : Flyer			
<input type="checkbox"/>			testing pptx <small>*Revision created by the IRB.</small>

Administrator as Principal Investigator
Do you Approve or Deny this submission? Approve Deny

Comments:

Save Signoff