

How to Create and Submit a Recruitment Materials Submission Form

- Use this form if the only requested change is to submit promotional recruitment materials that have been approved by the BMC Communications and Marketing Department, the BU School of Medicine Communications Office, the Goldman School of Dental Medicine Communications Office, or BU School of Public Health Communications.
- Do NOT use this form if you are requesting any other changes, or if the recruitment method that you are proposing to use is not already IRB-approved.

Featured Study Operations

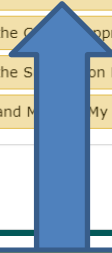
- Create a New Study
- Start a Submission Form for one of My Studies
- View the Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

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 VELOSC		
	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 search bar at the top with 'Study Status: Exempt', 'IRB Number: H-31000', and 'Study Title: Testing'. Below the search bar is a table of submission forms. A blue arrow points to the 'Start a new Submission' icon for the 'Recruitment Materials Submission 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 “Recruitment Materials Submission Form”- blue arrow

This will start a new “Recruitment Materials Submission 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 **Study** **Recruitment Materials Submission Form - (Version 2.0)** Back

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

Print Friendly Refresh Constant Fields **Save Form**

Form

Amendment Information

Study Information:

IRB Number:
H-31000

Study Title:
Testing

Principal Investigator:
Administrator

Amendment for Recruitment Materials only

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Do these recruitment material(s) correspond to recruitment method(s) that have already been approved by the IRB as part of the Recruitment Procedures section of the INSPIR Study Application?

Yes No

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

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 Recruitment Materials Submission 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 Recruitment Materials Submission Form by clicking on the “Recruitment Materials Submission 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 for a study titled 'Testing' with submission reference number 1628078. The user is logged in as Administrator. The interface includes a table of submission components and a sign-off section.

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			Recruitment Materials Submission Form
Document(s)			
Category : Flyer			
<input type="checkbox"/>			Approved Flyer

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

Comments:

Numbered arrows in the image point to: 1. The 'Recruitment Materials Submission Form' link in the table. 2. The 'Approve' radio button. 3. The 'Save Signoff' button.