

How to Hide a Study or Display a Study that was Hidden by Mistake in INSPIR II

- These instructions are specific to the “All Studies” section of your INSPIR Home page.
- The INSPIR system allows you to hide inactive or closed studies from the list of studies displayed in the “All Studies” section. Do NOT hide any active studies.
- In these instructions we’ll show you:
 - How to hide an inactive/closed study
 - How to display (unhide) a study that was hidden by mistake

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 T
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

Under **Study Assistant** tab,
Click on **“View and Manage My Studies”**

The system will scroll down to the “All Studies” section

BOSTON UNIVERSITY **BOSTON MEDICAL** RESPONSIVE CARE. WITHOUT EXCEPTION.

Hello Khaled Khattar, BA
your last login was
01/29/2025 08:03 AM EST

Announcements **1** ? Help Tutorial My Profile **▼** Log out

My Workspaces **▼** Study Assistant

All Studies

Recently Used Study Status

Search for RB Number, Title, Alias Search

All Draft IRB

49 result(s) found... 1 - 10 ▶

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal Investigator	Actions
					Study Nickname		
	Draft	IRB	H-36572		Expedited/Full Board 11-25-2019	Administrator	
	Exempt	IRB	H-31000	02/12/2025	Testing	Administrator	
	Draft	IRB	H-38072		Separate Protocol 8/17/2018	Administrator	
	Inactive - Administratively Closed	IRB	H-31293		testing...	Khattar, Khaled, BA	
	Draft	IRB	H-35016		Demo Protocol for Instructions	Khattar, Khaled, BA	
	Draft	IRB	H-38079		Chart Reviews 8/17/2018	Administrator	

Next, for this section, we'll show you:

- How to hide an inactive/closed study (next Slide 5)
- How to display (unhide) a study that was hidden by mistake ([Slides 6 - 7](#))

Locate the study that you want to hide. You can use the “Search” box to search for a specific IRB Number, if you have many studies.

The screenshot shows the 'All Studies' interface with a search bar containing 'H-31293'. Below the search bar are tabs for 'All', 'Draft', and 'IRB'. The 'All' tab is selected, and the text '1 result(s) found...' is displayed. The table below has the following columns: 'Click to open Study Dashboard', 'Study Status', 'Review Board', 'IRB Number', 'IRB Expiration', 'Study Title' (with a sub-column for 'Study Nickname'), 'Principal Investigator', and 'Actions'. The first row shows a study with status 'Inactive - Administratively Closed', IRB Number 'H-31293', and Principal Investigator 'Khattar, Khaled, BA'. The 'Actions' menu for this study includes icons for Applications, Documents, Forms, Hide, Exempt, Copy, Delete, and Correspond. A blue arrow points to the 'Hide' icon.

1- Make sure that you have the correct study that you want to hide, then click on the “Hide” icon. The system will hide this study from the list of your studies as illustrated below.

The screenshot shows the 'All Studies' interface after the study has been hidden. The search bar still contains 'H-31293'. The 'All' tab is selected, and the text '0 result(s) found...' is displayed. The table below is empty, with the text 'No results found' displayed.

That’s it. In the next two slides, we’ll show you how to unhide (display) a study that was hidden by mistake.

Assuming that you have searched for a study that you are listed on, but the system returned “No results” because it was hidden. In this and the next slide, we’ll show you how to display hidden studies.

The screenshot shows the 'All Studies' interface with a search bar containing 'H-31293'. The 'Study Status' filter is set to 'All'. The results section shows '0 result(s) found...'. A settings menu is open, showing options like 'Close Studies Panel', 'Display RB Association', and 'Show Hidden' (which is unchecked). A green arrow labeled '1' points to the settings gear icon, and a yellow arrow labeled '2' points to the 'Show Hidden' checkbox.

1- Click on the Cog icon (green arrow) to extend the list of options.
2- Select the “Show Hidden” checkbox (yellow arrow). The system will immediately refresh to show the hidden study, see illustration below.

The screenshot shows the 'All Studies' interface after clicking 'Show Hidden'. The search bar still contains 'H-31293'. The 'Study Status' filter is still 'All'. The results section now shows '1 result(s) found...'. The study is listed with the status 'Inactive - Administratively Closed' (highlighted in red). The study title is 'testing...'. The principal investigator is 'Khattar, Khaled, BA'. The IRB number is 'H-31293'. The IRB expiration date is '4-12-11'. The actions menu includes 'Applications', 'Documents', 'Forms', 'Show', 'Exempt', 'Copy', 'Delete', and 'Correspond'.

Once the study that was hidden by mistake is displayed (demonstrated in the previous slide), now we can set it to permanently display (unhide).

The screenshot shows the 'All Studies' interface with a search bar containing 'H-31293'. Below the search bar are tabs for 'All', 'Draft', and 'IRB'. A table lists study results, with one study highlighted in yellow. The study's status is 'Inactive - Administratively Closed'. The actions menu for this study includes icons for Applications, Documents, Forms, Show (eye icon), Exempt, Copy, Delete, and Correspond. A blue arrow points to the 'Show' icon.

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal Investigator	Actions
					Study Nickname		
	Inactive - Administratively Closed	IRB	H-31293		testing...	Khattar, Khaled, BA	

1- Click on the “Show” icon (eye image) to permanently unhide (display) a previously hidden study.

The screenshot shows the same 'All Studies' interface. The study is still highlighted in yellow. In the actions menu, the 'Show' icon has been replaced by a 'Hide' icon (an eye with a diagonal slash). The other icons remain the same.

Click to open Study Dashboard	Study Status	Review Board	IRB Number	IRB Expiration	Study Title	Principal Investigator	Actions
					Study Nickname		
	Inactive - Administratively Closed	IRB	H-31293		testing...	Khattar, Khaled, BA	

The “Show” icon (eye image) should change to the “Hide” action icon in case you want to hide it in the future when the study is no longer active.