Signing-off on IRB Applications in INSPIR II As the Department Chair/Section Chief

https://inspir.bu.edu/

Search...

When an IRB application needs your sign-off, you will get an email notification with a link to this page : https://inspir.bu.edu. This is the INSPIR II log-in page.

- You can Login using your BU username (e.g. "jdoe" if your BU email is "jdoe@bu.edu") along with your BU Kerberos password

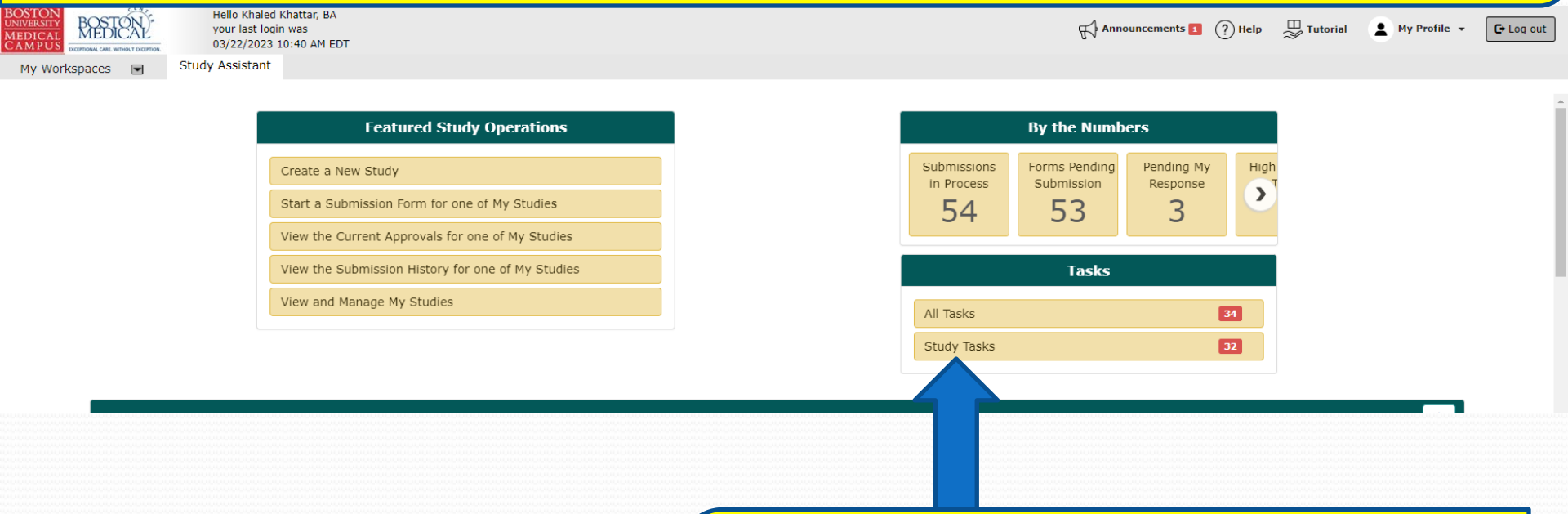
OR

- 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".

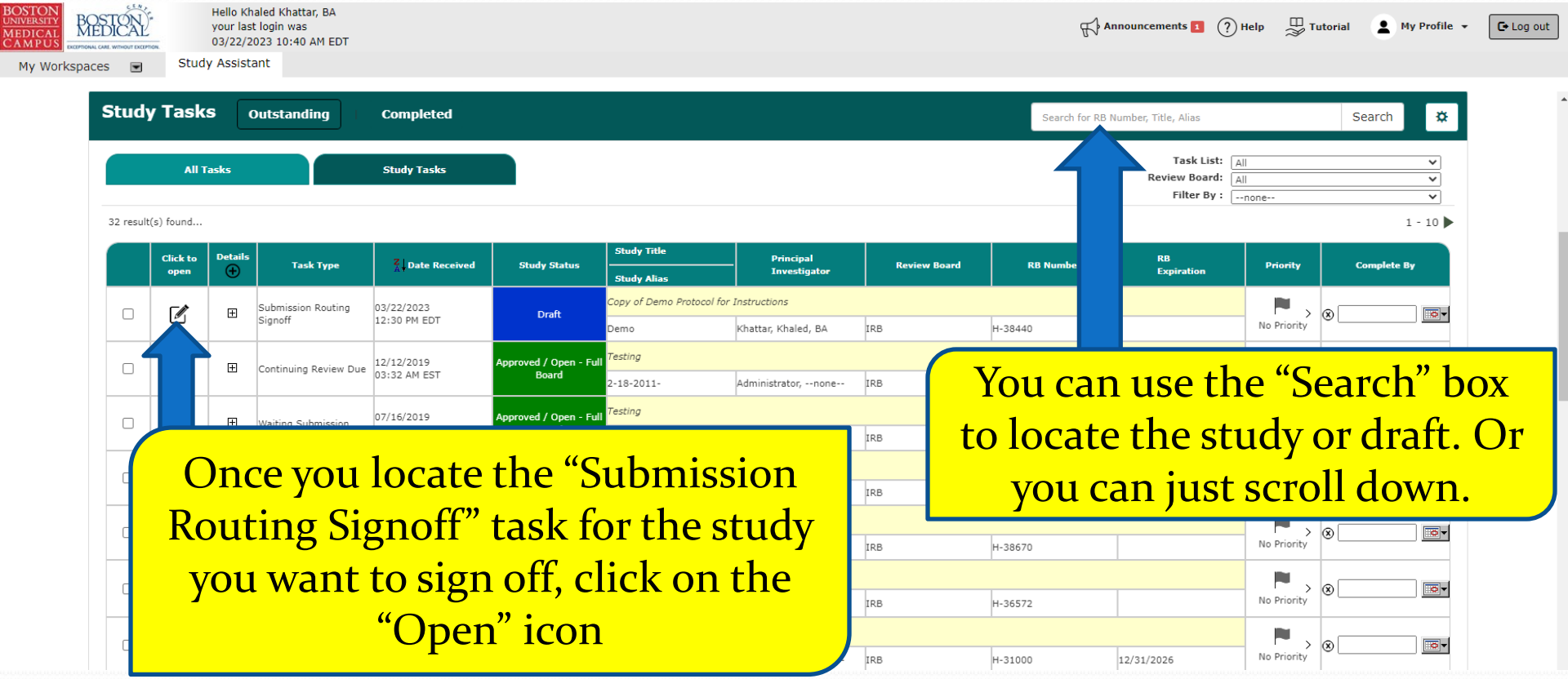
It is a violation of Institutional policy to log in using someone else's username and password or to give your username and password to someone else

This is your INSPIR Home page.
It is the first screen you see when you log in.



Under **Study Assistant** tab,
Click on "**Study Tasks**"

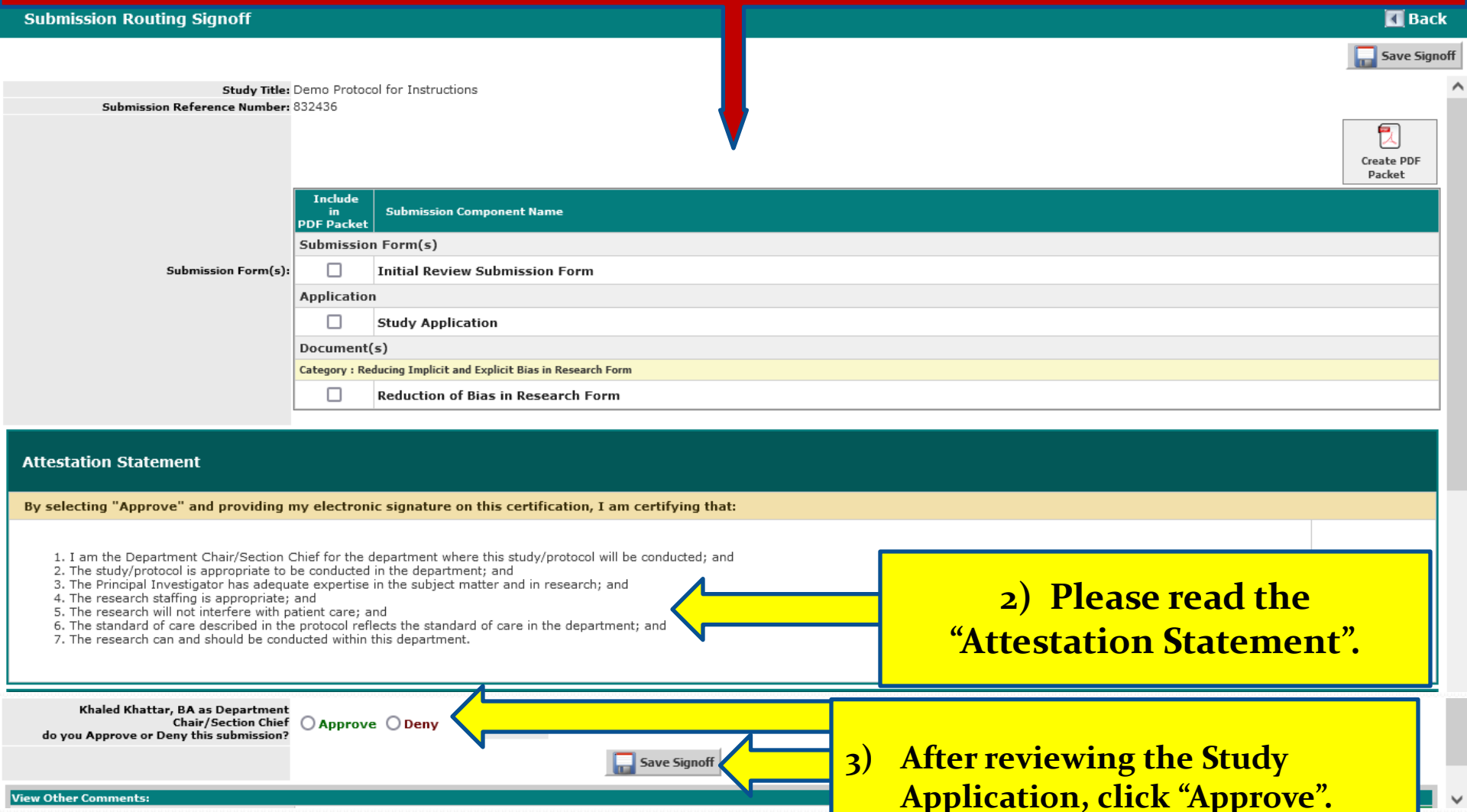
The system will scroll your Home page down to the “Study Tasks” section.



Once you locate the “Submission Routing Signoff” task for the study you want to sign off, click on the “Open” icon

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

1) Click links in the "Submission Form(s)" section below to open and read the submission components.



2) Please read the "Attestation Statement".

3) After reviewing the Study Application, click "Approve".

4) Then hit "Save Signoff". That's it!