

Accessing Buck-IRB

To access Buck-IRB, login at <http://go.osu.edu/Buck-IRB> with your Ohio State username (lastname.#) and password.

Note: If you do not have an Ohio State username and password, contact the ORIS Help Desk. If you have forgotten your password or it has expired, visit <https://my.osu.edu/>

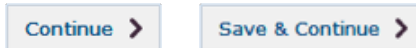
User Profile Information

Because all system communications are delivered via email, it is essential that you keep your profile information up-to-date, particularly your contact email address.

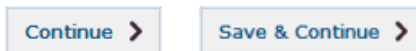
Note: Your system profile can be updated at any time at <http://go.osu.edu/orregister>




Using Buck-IRB:

1. You must actively save your data on each screen; the system will not automatically save the data entered. To save your data, you must click 'Continue' or 'Save & Continue'. These buttons are located at the top-right or bottom-right of each page.



2. Do not use your browser's backspace or other control keys to navigate in Buck-IRB.
 - Always use 'Continue' or 'Save & Continue' in the navigation bar to move forward through the form pages.
 - To move efficiently throughout the form, use the left-hand "Form Menu." Remember to use the 'Continue' or 'Save & Continue' buttons to save any work before navigating to another form page.



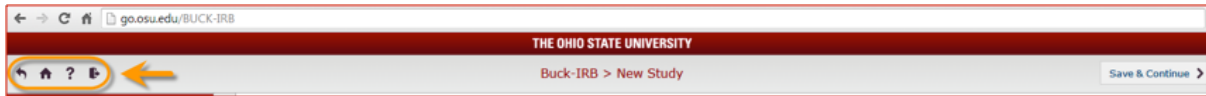
3. You must provide an answer or upload a document for every form field that is flagged with a red asterisk *.
4. The "Form Menu" will display different icons to indicate whether a section is complete or requires attention:
 -  indicates that you have completed all required information.
 -  indicates that there are items that must be completed before the form can be submitted.
 -  indicates the number of items you have added to a particular section (i.e., a "3" in "Study Personnel" indicates that 3 study team members have been saved).





5. The system will alert you with on-screen messaging and links when items require your attention.



General System Navigation

On most pages within Buck-IRB, you are presented with several available actions in the top gray header menu.



- **Exit Form:** click  to exit the current form and return to the study workspace.
- **Home:** click  to go to the “Home” page and return to your list of active studies.
- **Help:** click  to submit a request to the ORIS Help Desk.
- **Log Out:** click  to start the log out process.