



All ongoing studies at the time of the Buck-IRB launch must be migrated to the new system before any subsequent submissions can occur, including personnel change requests, amendments, or continuing reviews. The migration process will require the entry of key study information to create a study file. If event reports or a final study report will be submitted for the research (with no other submissions necessary), migration will not be required.

Note: Studies can be migrated only at a time when there are no other pending submissions.

Note: No changes can be made during the migration step. Any errors noted in the study record (e.g., study team) can be revised after migration is completed.

Follow these steps to migrate studies into Buck-IRB:

1. Prepare for the migration by having the initial application or the most recent continuing review submission available for reference.
2. Log in to Buck-IRB using your Ohio State username (lastname.#) and password at go.osu.edu/Buck-IRB.
3. In the workspace, select an active study to begin migration.

| Number | Title | PI | My Role | Status | Last Modified |
|---------------------------|------------------|-----------------|------------------------|--------|---------------|
| 2011H0000 | Buck-IRB Study 1 | Brutus Buckeye | Principal Investigator | Active | 10/25/2013 |
| 2012B0000 | Buck-IRB Study 2 | Barbara Buckeye | Co-Investigator | Active | 01/10/2014 |
| 2010C0000 | Buck-IRB Study 3 | Barbara Buckeye | Key Personnel | Active | 10/25/2013 |

Showing 1 to 3 of 3 studies

4. A message will be displayed at the top of the study workspace indicating that migration is required.

⚠ A study migration is required on this study before further actions may be taken. Please click 'Start Migration' on the left side to start this process.

5. Select 'Start Migration' at the top of the left navigation.

Start Migration

6. Proceed through the pages, providing the requested information and clicking 'Save & Continue' to progress through the pages.

Save & Continue

7. Notes about specific pages:

- Study personnel: Study team members will only be listed if previously approved. For each Ohio State study team member listed, click on the icon and select his/her appropriate role(s) for the research.
- External collaborators: External collaborators will only be listed if previously approved. If listed, click on the icon and select his/her appropriate role(s) for the research.
- Location of research: Add all sites where research activities are or will be conducted.
- Funding: If funded, enter the sponsor from the sponsor look-up. If the sponsor name is not listed, contact ORRP at the email link provided.

8. Once all information has been entered and there are no errors on the "find errors" page, the migration can be submitted.

9. After migration, new submissions can be entered for the study.