

Basic Buckeye Box Instructions for IRB Review

- Go to <https://osu.box.com/> and log in using your OSU username and password.
- When you are logged in, you will see your named folder as well as other folders for meetings and archives.
- Click on your named folder and you will find a 'convened' and 'expedited' folder (if you are an expedited reviewer) or just a 'convened' folder (if you are not an expedited reviewer).

The screenshot shows the BuckeyeBox interface. At the top, there is a search bar labeled "Search Files" and the BuckeyeBox logo. Below the search bar, a breadcrumb trail reads "All Files > ORRP > Behavioral > Ebert". The main area contains two folders: "Convened" (Created Jan 25, 2013 by John Yocom) and "Expedited" (Updated Jul 20, 2015 by Susan Ebert). Each folder has a "Share" button and a "More" menu icon.

Within either of these folders, your assigned reviews will be saved in separate submission folders. The folder name will designate the protocol number as well as the type of submission (CR, AMEND, INITIAL, EVENT, etc);

The screenshot shows the BuckeyeBox interface with the breadcrumb trail "All Files > ORRP > Cancer > Ebert > Expedited". The main area contains two submission folders: "03. 12.01.2015 2008C0030 CR" (Created today by Susan Ebert) and "10.05.2015 2007C0020 CR" (Updated Oct 1, 2015 by Susan Ebert). Each folder has a "Share" button and a "More" menu icon.

- When you click once on the submission folder, all of the submission contents will show by individual files. Click once on any of the files and a preview of that file will show on the screen (it takes a few seconds to load);

All Files > ... > Ebert > Expedited > 03. 12.01.2015 2008C0030 CR

	2008C0030 CR Rev sheet.dotx.docx Uploaded today by Susan Ebert 170.0 KB	Share	...	<input type="checkbox"/>
	App CR tracked.html Uploaded today by Susan Ebert 198.9 KB	Share	...	<input type="checkbox"/>
	App CR.html Uploaded today by Susan Ebert 217.5 KB	Share	...	<input type="checkbox"/>
	HIPAA_04-28-2014 approved.pdf Uploaded today by Susan Ebert 143.8 KB	Share	...	<input type="checkbox"/>
	ICF_04-21-2015 Clean.doc Uploaded today by Susan Ebert 94.0 KB	Share	...	<input type="checkbox"/>
	Protocol (MPD-RC 107 protocol ver 6).pdf Uploaded today by Susan Ebert 557.2 KB	Share	...	<input type="checkbox"/>

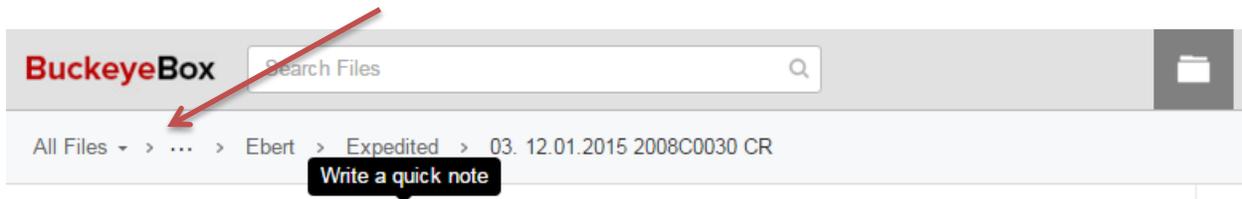
Activity Info

- Once the preview is showing, you can click through all of the files using the 'Next file' arrow to the right of the preview.
- You can also always download the file in the native application if you wish by clicking the '↓ Download' on the top right of the preview screen (shown above next to the green arrow). You may choose this option to compare documents.
- Reviewer sheets will be saved for you in each submission folder as well. You can save your comments directly to the reviewer sheet. When you have the reviewer sheet in the preview screen, click the 'Open with Word' button (shown above with blue arrow). The first time you do this, it will ask you do download the app 'Box Edit'. You should download this app and then your reviewer sheet will open in the native application on your screen. When you save (by clicking the  icon or 'save' – NOT 'save as'), it will save the reviewer sheet back to Buckeye Box and you can close out the reviewer sheet. This is a very efficient way to save your comments so ORRP staff can access the reviewer sheets.

Special note on reviewer sheets: please type your name and the date you performed the review on the bottom of the reviewer sheet and also be sure to provide necessary comments and to check all applicable boxes on the sheet. We do not need hard copy signatures for reviewer sheets since you are authenticated in the Buckeye Box system.

Timing for reviewer sheets:

- Expedited reviews: Save reviewer sheets when review is complete.
 - Convened reviews: Save reviewer sheets when review is complete and preferably before the beginning of the IRB meeting.
- To get back to your named folder to see the rest of your reviews, you can use the 'back' function on your browser or click the file tree directly under the Buckeye Box icon on the top left of the screen.



- Once you have completed your expedited reviews, email your board inbox (behavioralirbinfo@osu.edu; biomedicalirbinfo@osu.edu; or cancerirbinfo@osu.edu) to inform ORRP that you have completed your reviews. If you are reviewing expedited reviews for a week and only completed part of them for the day, just provide the protocol numbers of the submissions you completed and the staff can pull them from the website.

Contact Susan Ebert at 614-292-0184 or ebert.55@osu.edu with any questions!