

Accessing Buck-IRB

To access Buck-IRB, login at 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 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 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  or . 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  or  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  or  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.
- **Study Team Lookup** – click  to go to Study Team Lookup (go.osu.edu/studyteamlookup) to check study team requirement completion
- **Time to Approval** – click  to view median timelines to approval.
- **Log Out:** click  to start the log out process.