

Department Chair/College Dean Signature in Buck-IRB

Endorsing a new study:

1. When being asked to endorse a new research study, you will receive an email notification from the Buck-IRB system (“OR IRB Info” will be the sender).
 - a. Click on the email link and log into Buck-IRB using your Ohio State username and password. You will see a “Requires Attention” area listing all studies requiring your electronic endorsement. Click on the study which requires your endorsement.



- b. On the top left, you will see a button with  on it. Click on this button to go to the Department Assurance page.

- c. Click on the “Sign Assurance” button to endorse the study.



- A confirmation message will appear at the top of the page when the electronic endorsement has processed.



- Once all signatures have been obtained, the PI and additional contacts will receive an email notification that the submission has been fully endorsed.