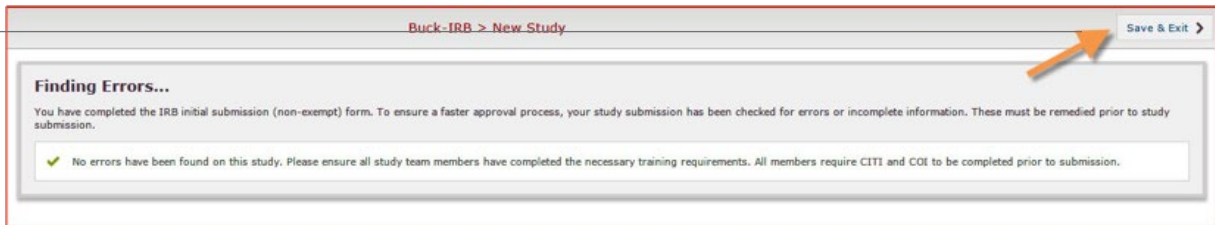



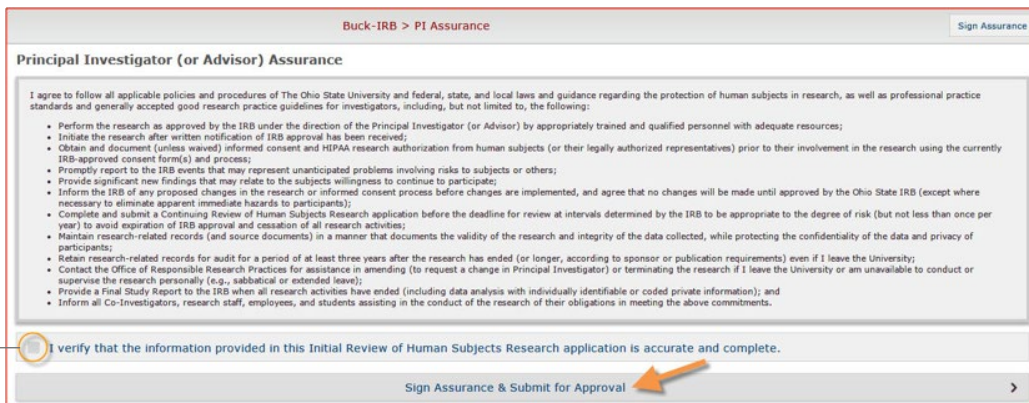


## When the principal investigator is completing the application:

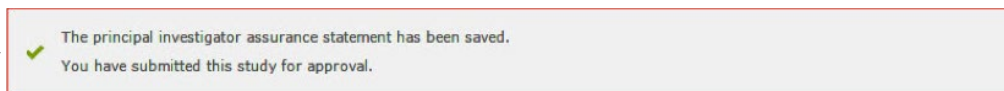
1. If you don't have any errors (or have corrected all errors) on the "Find Errors" page, click "Save and Exit" to exit to the study workspace.



2. In the study workspace, you will see the  button in the top left. Click this button to go to the PI Assurance page. Check the box to verify that the submission is complete, and sign the assurance by clicking the bottom button.



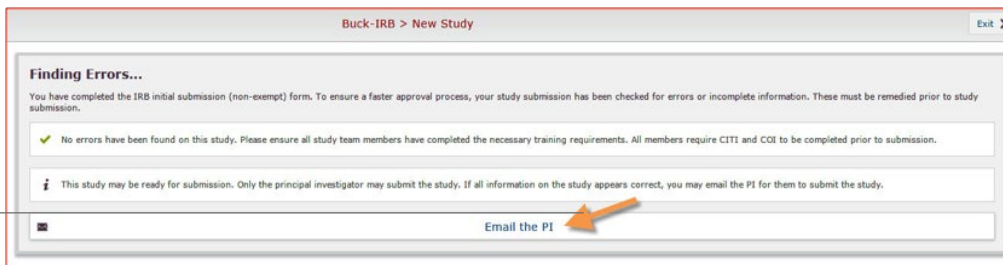
- A confirmation message will appear at the top of the page when the electronic submission has processed.



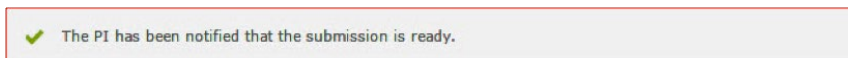
- The PI and additional contacts will receive an email notice that the submission has been routed for signature.

## When the person completing the application is not the principal investigator:

1. If you don't have any errors (or have corrected all errors) on the "Find Errors" page, click the "Email the PI" button at the bottom of the page to notify the PI that the study is ready for submission.




2. A confirmation message will confirm that the PI has been notified about the submission.

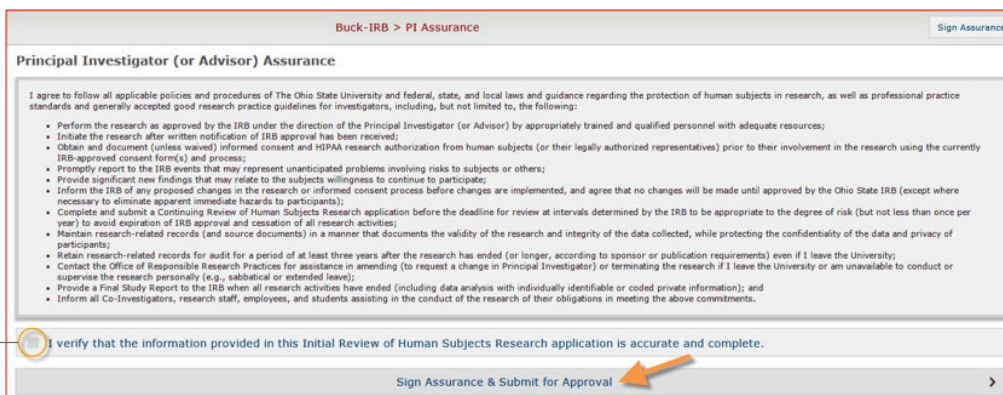


- The PI will receive an email notification from the Buck-IRB system ("OR IRB Info" will be the sender).

3. When the PI clicks on the email link and logs into Buck-IRB using his/her Ohio State username and password, the PI will see a "Requires Attention" area listing all studies requiring submission or some other action. The PI should click on the study requiring submission.



4. In the study workspace, the PI will see the  button in the top left. The PI will click this button to go to the PI Assurance page, then check the box to verify that the submission is complete, and sign the assurance by clicking the bottom button.



5. A confirmation message will appear at the top of the page when the electronic signature has processed.



- The PI and additional contacts will receive an email notice that the submission has been routed for signature.