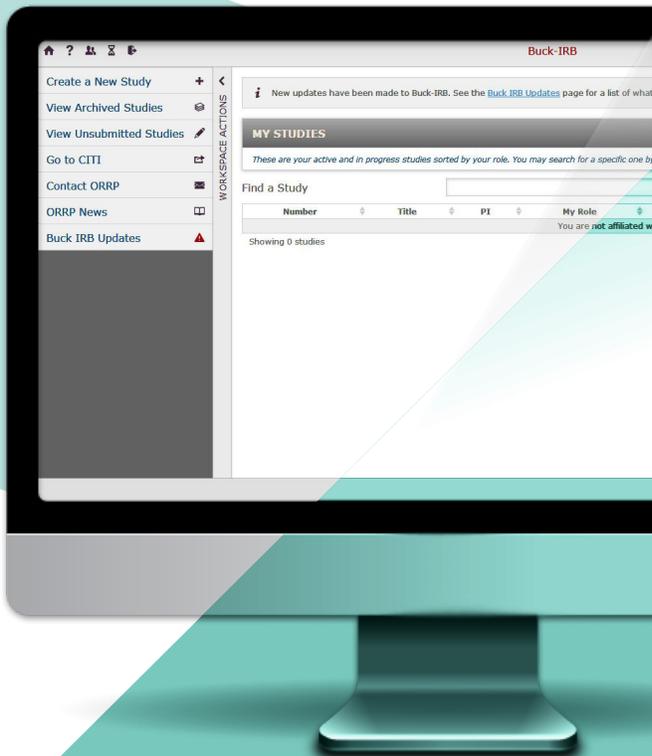


# Buck-IRB

Buck-IRB is the electronic system used for the submission and review of exempt and Institutional Review Board (IRB) research performed by Ohio State investigators. Buck-IRB streamlines the exempt and IRB submission processes.



## Access Buck-IRB:

Access Buck-IRB by clicking on [go.osu.edu/Buck-IRB](https://go.osu.edu/Buck-IRB). Use your Ohio State username and password to log in.

- Note: If you do not have an Ohio State username and password, contact the Office of Research (OR) Help Desk at [orhelpdesk@osu.edu](mailto:orhelpdesk@osu.edu) or 614-688-8288. If you have forgotten your password or it has expired, visit <https://my.osu.edu/>.

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 <http://go.osu.edu/orregister>.

## Buck-IRB Training:

If your department or research unit would like to request a Buck-IRB training session, contact Susan Ebert, Program Director for IRB Operations, at 614-292-0184 or [ebert.55@osu.edu](mailto:ebert.55@osu.edu).

## Contact:

TECHNICAL ISSUES  
[orhelpdesk@osu.edu](mailto:orhelpdesk@osu.edu) or 614-688-8288

Additionally, when in Buck-IRB, you can click on the “?” on the upper-left corner of any page to submit a question to the Help Desk.

IRB SUPPORT  
[IRBinfo@osu.edu](mailto:IRBinfo@osu.edu) or 614-292-4494



# Buck-IRB User Guide

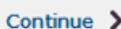
## General System Navigation

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 Office of Research Help Desk.
- **Study Team Look-up:** click  to search for the CITI and COI status of study team members.
- **Time to Approval:** click  to find out the current time to approval for new submissions.
- **Log Out:** click  to start the log out process.

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 ‘Continue’ or ‘Save & Continue’. 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 ‘Continue’ or ‘Save & Continue’ 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 ‘Continue’ or ‘Save & Continue’ 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).

## System Navigation Continued:

5. The system will alert you with on-screen messaging and links when items require your attention.



## Special Consideration for Amendments/ Continuing Reviews:

The “Start Amendment” option will not be present on the left navigation bar if a continuing review submission or another amendment is pending in Buck-IRB (and vice versa). In general, amendments and continuing review/annual status report submissions cannot be submitted concurrently (see exceptions below).

You must either wait until the pending submission has been approved, or the previous submission can be withdrawn so that the new submission request can be initiated.

Exceptions:

1. Personnel changes involving Ohio State co-investigators and key personnel that do not necessitate study document changes can be submitted through a personnel change request, rather than by amendment request. These personnel changes can be made at any time, including while other submissions are pending. Click on “Start Personnel Change” to initiate this request.
  - NOTE: Principal Investigator (PI) changes and external collaborator changes can be made by amendment request only.
2. As part of a continuing review submission, the following two types of changes can be requested (and do not require a separate amendment request): Increases in the number of study participants and personnel changes.

## For More Information Contact:

Office of Responsible Research Practices (ORRP)  
Office of Research

Susan Ebert  
Program Director for IRB Operations, ORRP

300 Research Administration Building  
1960 Kenny Road  
Columbus, OH 43210

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