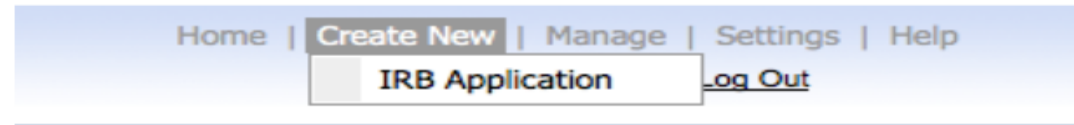


# Creating a new project in IDEATE

1. After logging into ideate.cuny.edu with your CUNY portal username, choose “**Create New**” from the menu bar at the top of the web page.
2. Next click on “**IRB Application**”.
  1. Choose **Create New** from the menu bar.
  2. Click on **IRB Application**.



3. Enter the Protocol Title in the field provided

4. tor

A screenshot of the IDEATE form for creating a new project. The form is white and contains the following fields and buttons: 'Protocol Title:' followed by a text input field; 'IRB Principal Investigator:' followed by a 'Lookup' button with a magnifying glass icon; and a 'Cancel' button at the bottom left. A red arrow points to the 'Lookup' button. The word 'tor' is visible to the right of the form.

# Creating a new project in IDEATE

5. The **Find PI** popup screen is displayed. Enter the last name of the Principal Investigator in the Lookup field provided.

Name	ID	Department
<a href="#">Olson, Joanne</a>	ID1875	
<a href="#">Olson, Mary</a>	ID2995	
<a href="#">Olson, Nancy</a>	ID2492	Medicine - Division of Allergy and Immunology

**NOTE:** This field is **CASE SENSITIVE** – Please begin typing a name by capitalizing the first letter.

**NOTE:** The last name of the logged in user will be the default value. If a name is not listed, please contact CUNY HRPP at [hrpp@cuny.edu](mailto:hrpp@cuny.edu).

6. Click “Go” to locate the profile
7. Click on the name to select the Principal Investigator
8. Select the Department by clicking on the dropdown list provided and clicking on a value.
9. Click “**Begin Application**” when all information has been entered.
10. Click “**Cancel**” at any time to abandon the process.

# Submitting an IRB application in IDEATE

1. Complete each question contained within each of the tabs and subtabs in the application

**Please note:** All research personnel who are added to a protocol will receive an invitation to participate in the research protocol. All invitations must be accepted or declined before an application can be submitted. Each individual who has been listed as either Research Personnel or Other Personnel on a protocol receives a task

1. When all questions have been addressed navigate to the **“Submit”** tab
2. Enter any desired **“Submission Notes”** in the field provided
3. Check the **“I Agree”** checkbox to agree to the certification statement
4. Click **“Send for Review”**

The screenshot shows the 'Submit' tab of the IDEATE application. At the top, there is a navigation bar with tabs for Summary, Research Design, Personnel, Protocol Components, Participants, Attachments, and Submit. Below the navigation bar, the page title is 'Initial Application Submission'. There is a text input field for 'Submission Notes'. Below the input field, there is a certification statement: 'I certify that the statements herein are true, complete and accurate to the best of my knowledge.' Below the statement, there is a checked checkbox labeled 'I Agree (signed 02/17/2011, 8:16:12 AM)'. At the bottom of the form, there is a blue button labeled 'Send for Review'.