Dear CUNY Human Research Community,

As with all new system implementations, there is a shakedown period during which initial issues are identified. We are working through all major issues as quickly as possible. In the interim, we have been implementing workarounds (including manual reviews) for protocols based on urgency as needed. Each campus’ HRPP coordinator is charged with identifying priorities and triaging accordingly. Therefore, there is no reason for PIs to be unable to get their human subject protocols reviewed. We do rely on the local HRPP office to assist us in identifying these priorities, so PIs should contact the HRPP Coordinator at their respective campus for immediate assistance. If the local HRPP office is unable to assist, we are available for assistance. Please contact us at hrpp@cuny.edu.

I would like to now give you an update on the issues. We identified two major issues and one major area of concern:

- **Log-in issues:** The log-in issues we identified fall into 2 categories:
  - Research PI/personnel unable to log-in: This issue was occurring due to a disconnect between CUNY personnel database and the Ideate database. A fix has been applied and this issue has been resolved. Please note that, in order for a person to be added to a protocol, they must have logged into the Ideate system at least once, so as to have an active profile within the system. Therefore, if a PI is trying to add research personnel, but not finding them in the drop-down menu, it is more than likely that the particular person has never logged in before. Please ask all personnel to log-in to Ideate in order to ensure that they proactively have a profile within the system.
  - Researcher seeing a blank screen upon log-in: This issue was occurring due to a disconnect between CUNY personnel database and the Ideate database. A fix is being applied and this issue has been resolved.

- **Email notification issues:** Some expected email notifications were not being sent/received. A fix has been developed and will be in production no later than Monday, March 16.

- **Concern regarding missing protocols:** Majority of the active protocols in IRBNet were transferred over and have a shell with historical data and documents in Ideate. We were unable to transfer some of these due to the PI’s profile information missing, duplicated or inconsistent in CUNY databases.
  - What to do if the protocol is missing: Both the PI and the HRPP office at the campus has the ability to create protocols in the system. Each CUNY campus has the following options:
    - HRPP Coordinators have been given a utility to create cases for existing protocols that were in IRBNet. Each campus may decide whether they are using this utility and providing this service for their PIs.
    - A PI can create a new protocol in the system, and attach previous versions of Application Part II for historical perspective. Each campus Coordinator has access to the previous version, and can provide these or attach them.

- **Issues with creating continuing reviews:** In order to complete the first continuing review in the system, a protocol must have enrollment numbers and a lay language summary already in the system. We are currently entering this information into Ideate for each protocol in order of expiration date. For protocols that are reaching expiration dates, and enrollment/lay language data is not in the system, please contact hrpp@cuny.edu so that we may prioritize accordingly.
Please remember to use the help documents available on our web site at http://www.cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures.html and within Ideate.

Thank you for your patience as we resolve these issues, and I assure you that the issues we are facing initially with the system change are short term issues for long-term gains.

Farida Lada, University Director for Research Compliance
IRB applications are processed through IDEATE. Follow these instructions to access the system and find help when needed.

Logging on IDEATE

Direct your browser (Firefox preferred) to: http://ideate.cuny.edu/

- If you are affiliated with CUNY, your username and password is the same as your CUNY Portal/Citizen CUNY Id. Note: This is NOT your GC e-mail, GC library, GC banner ID, or CUNY First log-ins.
  - If you have forgotten your CUNY Portal log-in information, please go to the CUNY Portal reset page to verify your account.
  - If you are still unable to log-in, e-mail Maxim Ryklis (Maxim.Ryklis@cuny.edu) from the CUNY Office of Computing and Information Systems. Use IDEATELog-inIssue for the subject line of this e-mail.
- If you are affiliated with CUNY but your name is not in the drop-down list for adding a PI or Key Personnel when creating or amending an IRB application, e-mail your HRPP Coordinator (KPowell@gc.cuny.edu) to have a profile, username, and password created for you. The IRB staff will need the following information: name, department(s) if applicable, university status, CUNY email address (only a CUNY email address may be used), phone number(s), primary work address, and any applicable degrees.

Checking Your Profile

Navigating to your IDEATE Profile after Logging in:

1. Click on the “Manage” link on the top of the page.
2. Click on “My User Profile”

Information to Check: Please make sure that all information in your profile is correct. If Name or department is incorrect please contact the HRPP Coordinator (KPowell@gc.cuny.edu) to request profile changes.

Submitting Amendments/Continuing Reviews in IDEATE (Existing IRBNet Projects)

Please make sure that all of your active projects (i.e. expedited/full board projects with current approval/expiration dates) are listed in the Live List (the list of projects in the middle of the page). If active expedited/full board projects are missing please contact the HRPP Coordinator (KPowell@gc.cuny.edu).

To create an amendment or continuing review form for an existing project:

1. Click on the protocol number of the project to open your protocol in the LiveList.
2. Then click on the “Lifecycle Event Manager” tab in the LiveList.
3. In the Actions drop down box please choose “Create Amendment or Continuing Review” then click on the “Go” button to the right of the Actions field.
4. Please fill out either the amendment/continuing reviews filling in the missing items in the IDEATE research protocol (i.e., IRB Application).
5. If key personnel do not have IDEATE profiles, see unaffiliated above in the log-in section of this document.
Graduate Center IRB

Other useful information may be found on the CUNY website under HRPP Policies, Procedures & Guidelines. When you click on How to Use IDEATE, you must log-in. Please e-mail GC-IRB@GC.CUNY.EDU for the help information username and password. You may not share this log-in information with anyone outside of CUNY because IDEATE is proprietary.

Additional help documents are also accessible within IDEATE.

Log-in to IDEATE (http://ideate.cuny.edu) using the same username and password you use for CUNY Portal.
You do not access IDEATE through CUNY Portal.

If you do not remember this log-in information, use the Portal validation system.

More information about the IRB and IDEATE can be found on CUNY’s Research pages.

You will be prompted to log-in to access this material.
E-mail GC-IRB@GC.CUNY.EDU for the help file log-in username and password.

Ideate.cuny.edu as seen in Firefox.
Log-in using your CUNY Portal username and password.