CUNY HRPP Procedures: How to Use Ideate

Creating a New IRB Application

To Create a New 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. Click on Lookup to select the Principal Investigator.
5. The Find PI popup screen is displayed. Enter the last name of the Principal Investigator in the Lookup field provided.
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.

6. Click **Go** to locate the profile.
7. Click on a name to select the Principal Investigator
8. Once selected, you may change the Principal Investigator by clicking on **Replace** and repeating steps 5 through 7.

9. Select the Department by clicking on the dropdown list provided and clicking on a value.

10. Click **Begin Application** when all information has been entered.
11. Click **Cancel** at any time to abandon the process.