CUNY HRPP Procedures: How to Use Ideate

Submitting an Application

Each application form contains mandatory questions and logic to help ensure a complete application.

When you attempt to submit the application, the system will validate the completeness of the application. If a required field has not been completed, the submission will be stopped and the user will be prompted to complete the incomplete fields. See **Completing an Application** Form to complete an incomplete application.

**To Submit an Application:**

1. Complete each question contained within each of the tabs and sub tabs.
2. When all questions have been addressed navigate to the **Submit** tab.
3. Enter any desired **Submission Notes** in the field provided.
4. Check the **I Agree** checkbox to agree to the certification statement.
5. Click **Send for Review**.