KCC's Office of Human Research Protection Program (HRPP)

Getting Started
Submitting Research Protocols for HRPP/IRB Review

In 2015, the University transitioned to an online web-based system for submitting, reviewing and tracking research activities across the University. All research-related documents (including new applications, continuations, amendments, human subject research determinations, project closures, etc.) are submitted through IDEATE.

1. To access IDEATE, go to **https://ideate.cuny.edu/home/** using the Mozilla Firefox browser.

2 Log in using your Portal Log-in / Citizen User ID and Password.

3. Review your IDEATE User Profile information to ensure that your name, institution, email address, etc. are correct. To check your profile information, click on the "Manage" link on the menu bar at the top of the screen, then on "My User Profile." If the information is incorrect, do not go any further. Contact the KCC HRPP Office at **Carmen.Rodriguez@kbcc.cuny.edu** / 718-368-5029.

4. To create a new application:

   a. On the menu bar, choose **Create New**.

   b. Click on **IRB Application.**

   c. Enter the research project title in the field provided.

   d. Click on **Lookup** to select the name of the Principal Investigator.

   e. The **Find PI** popup screen will be displayed. Enter the last name of the PI.

   Note: This field is case sensitive. Begin typing the name with an initial cap.

   Note: The last name of the logged-in user will be the default value. Contact the HRPP Office if the name is not listed.

   f. Click **Go** and select the name.

   g. Select the **Department** name from the drop-down menu.

   h. Click on **Begin Application** when all information has been entered.

   i. Click on **Cancel** at any time to abandon the process.

IDEATE provides step-by-step instructions for researchers. At the top of the page, click on the "Help" link.