IRB/HRPP Submission Checklist

To ensure you are submitting a completed IRB submission to the Office of Regulatory Compliance, please use the following checklist for guidance:

- Log into IDEATE (using your CUNY Portal credentials) and review your User Profile by clicking on My User Profile at the top of the screen. Any updates to the User Profile can be requested by emailing the Office of Regulatory Compliance.
- Create IDEATE application: Have I answered all questions on the IRB application?
- Have all Co-PIs, Faculty Advisors and Research Personnel been added in the Personnel tab of the application? Make sure to grant them the appropriate access levels and remind them to accept the invitation to the study.
- Did you attach all recruitment materials in your application?
- Remember to create a consenting process for your study and attach all relevant consent documents.
- If you intend to screen subjects, did you attach a screening script?
- Were all data collection materials attached (i.e. survey and interview questions)?

Additional Things to Keep in Mind:

- Did you complete your CUNY CITI Human Subjects Research (Social & Behavioral Training)? If so, the CUNY CITI certificate is valid for three years. Have you checked to see if the certificate continues to be valid (not expired)?
- For Student Researchers: Has my Faculty Advisor reviewed my application?
- For Multi-Site Research: Have the collaborating sites been added as External Sites? Have the relevant determination letters and/or letters of support been attached?
- For Funded Research: Has the funding proposal been attached to the protocol?

Additional IRB Submission Guidance:

- Please refer to the IDEATE help documents link for further information: http://cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures/how-to-use-ideate.html. These documents are proprietary and require a username/password. Please contact the Office of Regulatory Compliance for username/password access to these documents.
- If you have any questions or experience any difficulties completing the IRB application, please contact the Office of Regulatory Compliance at qcorc@qc.cuny.edu.