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.