

TO: CUNY Human Subject Research Community

FROM: Jacqueline Reid, Assistant Director for Research Compliance

DATE: January 29, 2015

RE: IMPORTANT ALERT: Updated Schedule for IDEATE roll-out

Dear CUNY Researcher:

Due to unforeseen technical issues that are currently being addressed, the IDEATE go live date has changed. **The new go live date is Sunday, February 15th**. The system wide processing freeze will continue to be in effect for the submission of new protocols. However, continuing reviews and modifications/amendments to **currently active projects** will be processed prior to the IDEATE go live date.

Continuing Review and Amendment Requests

The research compliance staff within the Office of the Vice Chancellor for Research (OVCR) will contact investigators during the week of February 2nd whose protocols are set to expire prior to February 28th to ensure that these renewals are processed without further delay.

The research compliance staff within the OVCR will also process urgent amendments and modifications to active projects. If you anticipate an amendment that is critical to your project and must be processed prior to February 15, please contact us at hrpp@cuny.edu to get more details on that process.

Human Subject Research Determination

Please forward any requests for human subjects research determinations via email to your local HRPP Coordinator. The Coordinator will issue a determination as to whether the research constitutes human subjects research and needs prospective HRPP/IRB review via email.

Investigator Roll-out Support & Training Update

We would like to take this opportunity to also give you an update regarding support and training related to Ideate roll-out.

1. **Webinars** – A recording of the training webinar for investigators will be available for download from our website. Stay tuned for an announcement on when the recording will be released.
2. **One-on-one Sessions** – Your local HRPP coordinators will be posting office hours on their campus websites. These office hours are meant to allow for one-on-one hands on assistance with completing applications in the new system.

- 3. Help Documents by Topic** - Help documents by topic will be available within Ideate. These documents open in a new window so that you can use them side-by-side as you create and complete your submission. Please note that the most current version of these documents will always be available within Ideate. Therefore, in order to prevent the use of outdated documents, we ask that you do not download and save these on your desktops. Help documents will also be available on our web site in a password protected form. **We will send out an email announcement once this password protected website goes live. Investigators will be instructed to contact their local HRPP coordinator for website access credentials.**

For all updates and announcements regarding the Ideate implementation, please refer to the CUNY Human Research Protection Program web site at <http://www.cuny.edu/research/compliance/human-subjects-research-1.html>.