The Graduate Center Human Research Protection Program (HRPP) Basic Requirements

When is CUNY HRPP or IRB review required?

- CUNY HRPP or IRB review is required when ALL of the following criteria are met:

1. The investigator is conducting ***research*** or a ***clinical investigation***;
2. The proposed research or clinical investigation involve ***human subjects***; AND
3. CUNY is ***engaged*** in the research or clinical investigation involving human subjects.

Who can act as the Principal Investigator (PI)?

1. Full time CUNY faculty and staff and Research Foundation-CUNY staff
2. Adjunct faculty
3. Students and postdoctoral scholars (You must have a faculty member listed on the project as an advisor)

How do I submit my application for IRB review?

1. All applications are submitted through the electronic submission system **Ideate** at: **Ideate.cuny.edu**
2. First time using the system at CUNY? Email **ideate@cuny.edu** with your CUNY portal username.
3. All CUNY students must submit their protocols to the HRPP office at the CUNY campus of their faculty advisor's primary affiliation.

What are the CITI education requirements?

1. **Basic course:** All **key personnel** involved in human subjects research must complete the CUNY-required modules of the CITI on-line training in the protection of human subjects (basic course) prior to IRB approval of a new or continuing review application, or an amendment application that requests addition of key personnel.
2. **Refresher Course:** On-line training certificates will be valid for three years. Key personnel are required to take the CITI training in the protection of human subjects (refresher course) every 3 years following completion of the basic course.
3. **Key personnel** are defined as the Principal Investigator, co-investigators and research personnel who interact directly with human subjects or who have access to private information related to human subjects during the course of a research project. Key personnel also include faculty sponsors /advisors who provide direct oversight of research with human subjects or research using private information about human subjects.

Where are the informed consent templates?

1. The consent templates that must be used are available on the **HRPP Policies & Procedures** section of the CUNY HRPP website under Informed Consent @ https://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures
2. Consider whether you'll be obtaining documented informed consent, oral consent, or requesting to waive informed consent. These requests will be made and details regarding your plans are outlined in the application in Ideate.

Who do I contact for help?

1. For questions about the application, whether you need to submit, and assistance during the process of applying contact Rebecca Banchik, Director @ either rbanchik@gc.cuny.edu or 212-817-7525.
2. For Ideate troubleshooting or IT support, email ideate@cuny.edu to report an issue or question.