CUNY HRPP Procedures: How to Use Ideate

Reassigning a Submission to Another Team Member for Completion

Applications created within the system may be assigned to individuals associated with the protocol as Research Personnel to facilitate the completion of the application form. Only those personnel who have been granted Signature Authority may have the application assigned to them.

NOTE: Individuals listed within Other Personnel are not eligible for completing the application.

To Reassign a Submission:

1. Locate the protocol within the LiveList. Refer to Finding a Protocol for instructions on how to locate protocols.
2. Open the research protocol by clicking on the Protocol Number link.
3. Click Reassign Task for the appropriate submission.

   ![Reassign Task](image)

   NOTE: Only submissions that have a status of In Development or Revisions may be reassigned.

4. Click the dropdown list to display the available personnel and select the desired individual to reassign the application to.

5. Click the Reassign button to complete the assignment.
6. Click OK to confirm the assignment.
7. Click OK to acknowledge the submission has been reassigned.
Initial Applications ONLY:

1. All submissions created on behalf of the Principal Investigator will be sent to the PI for submission.
2. If a response submission is requested by the IRB, the PI will receive the first task, however, they may reassign the task to a member of the research personnel who has Signature Authority.
3. Any Current Research Personnel who have Signature Authority may submit the response.
4. If a response submission is returned after review by the IRB, the task will be sent to the submitter and not the PI. The PI will receive a copy of the task.

Amendments, Continuing Reviews, Events and Notifications, and Final Reports:

1. Any active Protocol Personnel who has Signature Authority may create applications.
2. Research Personnel may submit any application provided they have Signature Authority.
3. If a response submission is returned after review by the IRB, the task will be sent to the submitter and not the PI. The PI will receive a copy of the task.