Getting Started in Ideate - Use Firefox as your web browser

Step 1
- All study team members need to register for Ideate
  - (https://ideate.mssm.edu/home/)

Step 2
- All study team members need to complete their profile and upload their CV
- Go to manage, select my user profile

Step 3
- Go to Ideate training – see class schedule here
- Once you have completed training, access to create and submit a project will be granted.

Step 4
- Open new web browser tab
- Go to Sinai Central and Create new IF (you will need the IF number in the next steps)

Step 5
- Go back to IDEATE and Click Create New
- Select PPHS protocol
- Start Step 5 before hitting submit

Step 6
- Open New web browser tab
- Log into InfoEd
- Make submission to GCO
Getting Started in Ideate - Tips

TIPS:

▶ Uploading a CV in your profile will associate the CV with your account. You won’t need to upload your CV for each submission.

▶ All PPHS education requirements must be met by all study team members as a pre-requisite for submission

▶ The IF# must be entered beginning with IF. This must be the current IF# for this project.

▶ A submission in InfoEd (for GCO) must be started before you hit submit in Ideate
Step 1 Screen Shot of IDEATE Home Page

Use Mozilla Firefox as your web browser for IDEATE

This is the log-in screen. If you don't have access yet, click New User Request.

If you are a registered user, log-in from this screen.
Step 1 Screen Shot of New Ticket to Request New User

Select Ideate/New User Request under Help Topic

Complete all required information and click Create Ticket
Frequently Asked Questions
All Categories » Ideate

How do I upload my CV into my Ideate profile?

You cannot be added to a protocol until your CV is uploaded. Here are the steps:

1. Log in to the system at http://ideate.mssm.edu, with your network username and password.
2. From the menu bar at the top of the page, select Manage and then My User Profile. Your profile page will display.
3. The profile page is divided into tabs. If it’s not already selected, select the Profile tab.
4. Double-check the information on this page, and if needed, add or correct it:
   - CITI Username
   - Name
   - Degree(s)
5. Next to CV, click the Attach link and upload your current CV. It’s just like attaching it to an email.
6. Click the Contact Info tab. Add or correct any information needed on that tab.
7. Click back to the Profile tab. Your changes are now saved.

When you are added to a protocol as personnel, your current CV will be copied into the protocol. Before agreeing to be on a protocol, make sure that your CV is up-to-date and appropriate for that protocol. If not, you should replace the current CV with an updated one before you are added to the protocol.

Help Topics: Ideate / Add User, Ideate / How do I...
Exempt Projects

**Attach:**

- Exempt Research Subject Information Sheet (template is under consent templates on the Forms and Documents kiosk of PPHS website)
- Survey/Questionnaire
- Recruitment materials
- Grant application
- Data collection sheet

**Do not attach:**

- HRP forms

Submit
**Expedited Projects**

**Attach:**
- ✔ Consent forms
- ✔ Survey/Questionnaire
- ✔ Recruitment materials
- ✔ Grant application
- ✔ Data collection sheet

**Do not attach:**
- ❌ HRP forms
- ❌ HIPAA waiver

Submit