INITIAL REVIEW:

1. Review proposal
2. Complete the proposal, consent and Decision checklists as applicable*

IF REVISIONS ARE REQUIRED:

1. Complete the Cover Letter for Checklist
2. Send the cover letter as an e-mail to the PI, attaching the applicable checklists with commentary. Please note that the statement on the model cover letter regarding where the applicant should submit revisions must be included. Communication by e-mail is preferable.

(Review is to be completed and correspondence is to be sent to the PI within 10 school days of reviewer’s receipt of the application.)

3. Copy the e-mail to:
   - HREB Chair: hrebchair@newpaltz.edu
   - HREB Secretary: hrebsecretary@newpaltz.edu

4. Please note that all written communication (e.g., e-mail) with PIs must be copied to the above email addresses. This includes the revisions by the investigator and the reviewer’s comments.

5. After revisions are complete, reviewer provides the date that modifications were approved on original checklists for each decision category and submits the checklists by e-mail to the HREB Secretary at hrebsecretary@newpaltz.edu along with a request that approval correspondence be initiated.

IF NO REVISIONS ARE REQUIRED:
Reviewer submits the checklists by e-mail to the HREB Secretary along with a request that approval correspondence be initiated. All others to be copied on the e-mail are as follows:
   - Maryalice Citera, HREB Chair: hrebchair@newpaltz.edu
   - Jason Wrench, Interim HPA: hpa@newpaltz.edu
   - Philip Mauceri, Provost: hrebapprovals@newpaltz.edu

- The Research Proposal Checklist, Survey Research Proposal Checklist, HREB Consent Form Checklist, 7A – 7E Decisions form and the Cover Letter for Checklist are to be found on the Sponsored Programs web site,
  - http://www.newpaltz.edu/sponsored_programs/humansubs.html, 
  - Forms for HREB Members

Revised 11/21/13