

**SUNY NEW PALTZ
INSTITUTIONAL REVIEW BOARD
ONLINE REVIEW PROCESS**

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:

Mary Boyle	boylem@lan.newpaltz.edu
Maryalice Citera	citeram@newpaltz.edu
David Lavalley	lavalley@lan.newpaltz.edu
Jan McLaurin	mclaurij@newpaltz.edu
Lori Schmidt	schmidtl@newpaltz.edu

4. **Please note that all written communication (e.g., e-mail) with PIs must be copied to all the above. 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 Lori Schmidt along with a request that approval correspondence be initiated. All others listed above are to be copied on the e-mail.

IF NO REVISIONS ARE REQUIRED:

1. Reviewer submits the checklists by e-mail to Lori Schmidt along with a request that approval correspondence be initiated. All others listed above are to be copied on the e-mail. **(Review is to be completed and the request for the approval letter is to be sent to Lori Schmidt within 10 school days of the reviewer's receipt of the application.)**

* **Research Proposal Checklist, Survey Research Proposal Checklist, IRB Consent Form Checklist, 7A – 7E Decisions form and the Cover Letter for Checklist are 'completable' on the H drive, IRB folder, Review folder and on the Sponsored Programs web site, http://www.newpaltz.edu/sponsored_programs/humansubs.html, Forms for IRB Members.**