

**External Researchers**  
***Procedures for Approval to Conduct Research at SUNY New Paltz***

Approval to solicit involvement of SUNY New Paltz subjects in studies conducted by external researchers must be obtained from campus groups and officials such as the Provost/Vice President for Academic Affairs and the Graduate Council. Approval decisions will be made on a case-by-case basis, judging the benefit to New Paltz students and faculty vs. risk and resource issues. The following steps must be completed prior to any contact with the human subject pool.

E-mailing the materials will expedite the approval process: [irbsecretary@newpaltz.edu](mailto:irbsecretary@newpaltz.edu)

**OR**

Hard copy may be mailed to:                   IRB Secretary  
                                                                  Office of Sponsored Programs  
                                                                  SUNY New Paltz, HAB 805  
                                                                  1 Hawk Drive  
                                                                  New Paltz, NY 12561

**Web site**   [http://www.newpaltz.edu/sponsored\\_programs](http://www.newpaltz.edu/sponsored_programs) (Go to the Human Subjects and Institutional Review Board section of the site)

***Process***

- 1) Submit a **letter** requesting approval to conduct research utilizing SUNY New Paltz subject participants. It should be addressed to: Provost/Vice President for Academic Affairs and Dean of the Graduate School (if graduate students are to be involved). Provide your name, institutional affiliation and student status. Include information defining your proposed subject pool and briefly describing the nature of their participation in your research. Also include a justification of why you are requesting to use SUNY New Paltz for your subject pool.
- 2) Include a **completed application** for SUNY New Paltz IRB review (available from the Web site listed above) and the **approval letter** from the IRB of the institution with which you are affiliated.

The Office of Sponsored Programs will route your request to the Graduate Council (if graduate student participants are involved), the Provost and the Institutional Review Board.

- 3) If appropriate, the request will be reviewed by the Graduate Council and an approval or non-approval recommendation will be forwarded to the Provost/Vice President for Academic Affairs. If Graduate Council approval is not required, the request will only be reviewed by the Provost.
- 4) Prior to IRB approval, you and your study team members involved in the design of the project or in the conduct of the human subjects portion of the project are required to take a human subjects training course. The training program approved by the investigator's affiliated institution will be accepted. A copy of the training completion certificate or a letter from the institution's compliance officer documenting completion of the program and providing the name of the program, a brief description and date of completion must be sent to the SUNY New Paltz Office of Sponsored Programs. If acceptable training has not been completed, the investigator may complete either the home institution's program or the SUNY New Paltz program. This program may be accessed through the Sponsored Programs Web site indicated above. In the Human Subjects section, scroll down to the CITI link.
- 5) Once IRB and administrative approval has been achieved, you will be ready to begin your research.