



Human Research Ethics Board
Sponsored Programs & Research Compliance
800 Hawk Dr, New Paltz, NY 12561
Old Main B120

External Site Approval Policy

All research involving research sites other than the SUNY New Paltz campus where participants are being recruited because they are affiliated (employees, students, clients, etc.) with that site must have written external site approval before the study can be approved for conduct by the Human Research Ethics Board (HREB).

All proposals requiring external site approval will be processed as a “Modifications Required to Secure Approved” Determination pending receipt of written external site approval. The researcher will be notified of this determination indicating that final approval of the study is pending receipt of external site approval.

External site approval must be secured AFTER the HREB has approved the study. The rationale for this is that this approval needs to reflect the HREB approved documents, procedures, surveys etc. External site approval secured prior to the HREB's conditional approval might not reflect all of the changes that the HREB requested.

Valid external approval requires that the HREB receive an approval letter from the highest ranking official on official letterhead; Or an email sent from the highest ranking official's organizational e-mail account. The date of the letter or email must be after the date conditional approval was given for the study. The external site approval letter must be uploaded into the study form in the PACS system under the “Supporting Documents” Section.

Once the documentation is received by the HREB secretary, the study will be approved, and the approval letter will be accessible within the study in PACS.

Revised on January 16, 2019