**Policy for Dealing with Information Requests Regarding HREB Approved Protocols**

Requests for copies of approval letters will be handled directly by the HREB Coordinator. If the request is for a SUNY New Paltz protocol, the HREB Coordinator will send the approval letter to the requesting party copying the HREB Chair and the HPA (Human Protections Administrator). If the request is for a SUNY System Administration/RIG protocol, the HREB Coordinator will send the letter and copy the HREB Chair, the SUNY New Paltz HPA, and the HPA for SUNY System Admin/RIG (who is currently Jay Barclay).

When a request for a copy of the protocol or information about the protocol itself is made, the HREB Coordinator will determine if the request is about a SUNY New Paltz protocol or about a SUNY System Administration/RIG protocol.

If the request is about a SUNY New Paltz protocol the individual will be referred directly to the principal investigator. As the HREB believes that the protocol is the intellectual property of the principal investigator, the decision to share or not share the protocol is up to the principal investigator. This is true for approved protocols and protocols that have not been approved.

If the request is about a SUNY System Admin/RIG protocol, the request will be referred to the HPA for SUNY System Admin/RIG. Decisions about how to handle the request will be determined by the HPA for SUNY System Admin/RIG.

February 15, 2021