

External Researcher Policy

Procedure

Procedures for Approval to Conduct Research using SUNY New Paltz Students, Staff, or Faculty as Research Participants.

Approval to solicit involvement of SUNY New Paltz students, staff, and/or faculty in studies conducted by external researchers must be obtained from the Provost/Vice President for Academic Affairs. The Provost may seek input from appropriate campus constituents (e.g., the HREB, the Assistant Vice-President for Sponsored Programs, the Graduate Council, dean of school or college, etc..) prior to granting this approval. Approval decisions will be made on a case-by-case basis, but the researcher MUST provide a compelling justification for using SUNY New Paltz students, staff, and/or faculty as study participants and/or demonstrate some direct benefit to the campus community. (This must be more than the researcher is completing a thesis or dissertation and needs a sample to collect data.) The following steps must be completed prior to any recruitment of SUNY New Paltz students, staff, and/or faculty for research purposes.

The website for SUNY New Paltz Human Subjects and Human Research Ethics Board is http://www.newpaltz.edu/sponsored_programs/humansubs.html

You must submit both electronic AND hard copies (with original signatures) of all materials.

Electronic copies of the materials should be sent to: hrebsecretary@newpaltz.edu

Hard copies should be mailed to:

HREB Secretary
Office of Sponsored Programs
SUNY New Paltz, OM B120
800 Hawk Drive
New Paltz, NY 12561

PLEASE FOLLOW EACH STEP AND READ ALL OF THE INSTRUCTIONS CAREFULLY TO ENSURE A TIMELY REVIEW. YOU MUST ALLOW 4-8 WEEKS FOR THE EXTERNAL RESEARCHER PROCESS.

STEP 1) Submit a letter requesting HREB review of the research study and approval to conduct the study using SUNY New Paltz students, staff, and/or faculty as participants. It should be addressed to: the Provost/Vice President for Academic Affairs. Provide your name, institutional affiliation and position or student status. Include a justification for why you would like to use SUNY New Paltz students, staff, and/or faculty as research participants, provide a good description of who exactly you plan to recruit (e.g., undergraduate or graduate students), and briefly describe the nature of their participation (i.e., what they will do and why).

Please send this letter directly to the HREB secretary. **DO NOT SEND THE LETTER DIRECTLY TO THE PROVOST. THE HREB SECRETARY WILL RECORD RECEIPT OF THE LETTER AND ROUTE THE LETTER ACCORDINGLY.**

STEP 2) Include a completed application for SUNY New Paltz HREB review (available from the Website listed above). You must also include a copy of the approval letter from the HREB or IRB of your institution (the one you are affiliated with).

STEP 3) If you plan to recruit graduate students for participation in your study, the HREB Secretary will forward a copy of your letter, completed application and external HREB or IRB approval to the Dean of the Graduate School. The Dean will take the letter and research application to the next Graduate Council meeting to be reviewed. The Graduate Council will then make a recommendation as to whether this study should be reviewed by the HREB for conduct with SUNY New Paltz students, staff, or faculty or not. If a positive recommendation is granted, the letter and application materials will be forwarded to the Provost (or designee) for a recommendation.

STEP 4) If the Provost recommends that an HREB review be conducted, then the study will be forwarded to the HREB and reviewed using the appropriate procedures. You will be given access to the SUNY Pre-Award and Compliance System (PACS) where you will upload your protocol and supporting materials.

You and your study team will need to meet the HREB's requirements for human subjects ethics training before the HREB review can begin. The training program approved by the investigator's affiliated institution may be considered for substitution for SUNY New Paltz's online CITI training. 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 & Research Compliance. If acceptable training has not been completed, the investigator and members of the research team may complete the SUNY New Paltz CITI program. This program may be accessed through the Office of Sponsored Programs & Research Compliance Website indicated above. In the Human Subjects section, scroll down to the CITI link.

The training module that is required for HREB approval is the Social and Behavioral Module/ Basic Course. Be sure to follow all of the directions carefully and complete the correct course.

STEP 5) Once all recommendations and HREB approval is granted, you will receive official notification that you may begin recruiting participants. You may not contact any potential participants from SUNY New Paltz until you receive this notification.

If you have any additional questions regarding this process, please contact the SUNY New Paltz, Office of Sponsored Programs & Research Compliance at (845)257-3282.