	Human Research Ethics Board				
	HREB SOP: External Site Approval Policy & Procedure				
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1 PURPOSE

- 1.1 This policy establishes the requirement for researchers to obtain valid external approval to conduct research at sites other than the SUNY New Paltz campus.
- 1.2 This procedure establishes the process by which external site approval may be obtained, documented, and validated.
- 1.3 The process begins once the Human Research Ethics Board has provided provisional approval contingent upon the researcher obtaining external site approval.
- 1.4 The process ends once the contingency requirement is fulfilled and final study approval given by the HREB.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 POLICY


- 3.1 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 HREB.

4 RESPONSIBILITIES

- 4.1 The HREB Designated Reviewer is responsible for indicating to the researcher that final approval of a study may only be obtained once valid external site approval has been secured.
- 4.2 The researcher is responsible for obtaining valid external site approval in accordance with this policy and procedure.
- 4.3 The HREB Secretary is responsible for: validating external site approval documentation submitted by the researcher, converting the status of the study from contingent to final approval, and generating the study approval letter.

5 PROCEDURE

- 5.1 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.
- 5.2 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.
- 5.3 Documentation of external site approval must meet the following requirements to be determined valid:
 - 5.3.1 HREB must receive documentation of approval from the highest ranking official for the external site.
 - 5.3.2 Documentation may be either on official letterhead or contained in an email sent from the highest-ranking official's organizational e-mail account.
 - 5.3.3 The date of the letter or email must be after the date conditional approval was given for the study.

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5.3.4 The external site approval letter or e-mail must be uploaded into the PACS system under the “Supporting Documents” Section of the study.

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

6 MATERIALS

6.1 None

7 REFERENCES

7.1 None