NEW MEXICO HIGHLANDS UNIVERSITY

INSTITUTIONAL REVIEW BOARD
RESEARCH PROPOSAL APPLICATION

The IRB Human Subjects Committee has been charged with the responsibility of screening all studies that employ human participants conducted under the auspices of New Mexico Highlands University. The guidelines employed for screening are those set forth by the U.S. Dept. of Health & Human Services, the National Institutes of Health (NIH), the Food and Drug Administration (FDA), and the ethical standards of the American Psychological Association (APA). This form is to be used for both expedited and full reviews:

Please provide all requested information and email your completed form first to the Faculty Advisor (unless the Principal Investigator is a member of the faculty) who will then forward it to the IRB chair, Dr. David Pan, at dpan@nmhu.edu. In addition, please print a hard copy, properly signed by the appropriate parties, and send it to the attention of Dr. Pan at the Department of Psychology, Lora Magnum Shields Science Building on the Main Campus.

- *Expedited Review*. If you believe that you are proposing a study involving only *minimal risk* to human participants, the study may be eligible for Expedited Review. The committee chair reserves the right to require full committee review should he deem the risk to human participants more than minimal, or if the study population is a protected class. The committee chair may take *up to two weeks* to evaluate your proposal before taking action.
- *Full Review*. If your study might create more than minimal risk, it will require Full Review by the IRB Committee at its next scheduled meeting. You will be notified and informed of the date and time of the next meeting. You may attend, but attendance is not required.

NOTE: 1) In order to comply with federal guidelines, all Principal Investigators must go to: http://phrp.nihtraining.com/users/login.php and complete the online training modules. Print the certificates and attach them to the application.
Your application will not be reviewed unless and until the certificates are attached.
2) If your application includes any of the following populations or components, it is not eligible for Expedited Review. A Full Review of your application is necessary.
A. Research activitiies involving: minor subjects (except in the case of i) Educational Research Conducted in Educational Settings and ii) Survey/ Interview/Observational Research as defined in Code of Federal Regulations, Title 45, Part 46.101); pregnant women (where pregnancy is the focus of the research); prisoners; fetuses in utero; or persons incompetent to provide informed consent.
B. Research involving the use of medical, academic and other personal records (including psychiatric records) without consent.
C. Research involving the use of tissue obtained at autopsy.
D. Research involving Native American populations.

1. Actual Title of Investigation:

1a. If Deception is Involved, Title of Investigation Provided to Participants:

2. Principal Investigator:

3. Department & Telephone #:

4. Email of PI:

4a. If Student, Name of Faculty Sponsor:

5. Other Persons Involved in Project (Identify status: graduate, undergraduate, agency, etc.):

6. Number of Participants Required:

7. Description of Participant Population: (100 word limit)

8. How Much of Participants' Time Do You Require?:

9a. Estimated Starting Date:

9b. Estimated Completion Date:

10. Source of Project Funds:

11. Description of the Purpose of the Study: (150 word limit)

12. Describe *who* you will recruit to participate, how you plan to recruit them, why you are recruiting the participants you are, and when you will recruit them: (150 word limit)

13. Describe the Procedures to which each participant will be exposed. Attach a copy of the data gathering instrument if available; otherwise provide a detailed description here: (150 word limit)

14. Experimenter's assessment of the extent to which participants will be exposed to stress, discomfort, or risk (physical, psychological, or social). If any risk is anticipated, then

- 14a. Specify the precautions to be taken: (100 word limit)

- 14b. Your plans for dealing with emergent problems: (100 word limit)

- 14c. Your plans for surveillance of equipment and/or assistants: (100 word limit)

- 14d. The evaluation of the extent to which the benefits of the study justify the likelihood of risk or discomfort: (100 word limit)

15. In your judgment, will research require participants to be uninformed, mislead, or misinformed about any aspect of the research?

16. Enclose a copy of your informed consent form. Your informed consent form must contain each of the following items:

- A fair explanation of the procedures to be followed, including an identification of those procedures that are experimental.
- A description of the attendant discomforts and/or risks.
- A description of the benefits expected.
- A disclosure of appropriate alternative procedures that would be advantageous for the participants.
- An offer to answer any questions concerning the procedures.
- A specific instruction that the participant is free to withdraw his or her consent and to discontinue participation in the project or activity at any time without prejudice, with no loss or rights or benefits to which they are entitled.
- A description of the plans for protecting the confidentiality of information obtained from the participant.

17. Summarize the information to be given to the participants at the debriefing following completion of the project or activity. (150 word limit)

Signature (Principal Investigator) _____

Signature (Faculty Advisor or Graduate Chair) _____

Complete this form and other required components of the IRB application (i.e., consent form, measures, training certificates, etc.) and e-mail to Dr. Pan at dpan@nmhu.edu.
In addition, sign and print a hard copy with the appropriate signatures and deliver it to Dr. David Pan, IRB Chair, Department of Psychology, Lora Shields 249, New Mexico Highlands University, Las Vegas, New Mexico 87701. Dr. Pan can be reached at (505) 454-3375.

Consent Form Attached?

Online Training Certificates Attached?

Data Gathering Instrument Attached?