The 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:

**Expedited Review:**

If you believe that you are proposing a study involving *minimal risk* to human participants, you need only complete one application. Please fill in all the requested information and send it to the IRB chair, whose address is listed at the end of this form. If emailing this application, it is required that the Principal Investigator forward the application to the Faculty Advisor, who then forwards the attached application to the IRB chair (unless the PI is a faculty member). The committee chair retains the decision to require full committee review should he/she deem the risk to human participants more than minimal.

**Full Review:**

If the study involves more than *minimal risk*, you will need to send the original and eight (8) to the chair for the whole committee to review. Full review studies should not be emailed because all members require copies of the application.

**Actual Title of Investigation:**

**If Deception is Involved, Title of Investigation Provided by Participants:**

**Principal Investigator:**
Dept. and Telephone #:
(If Student, Name of Faculty Sponsor):
Other Persons involved in Project (Identify status: graduate, undergraduate, agency, ect.):

**Number of Participants required:**

**Duration of Participants:**

**Source of Participants:**

**Description of Participant Population:**

**Estimated Starting Date:**

**Estimated Complete Date:**

**Source of Project Funds:**
1. Description of the Purpose of the Study (If Applicable, Identify dependent and Independent Variables).

2. Description of who you will recruit to participate, how you will recruit them, why you are recruiting the participants you are, and when you will recruit them.

3. Description of the Procedures to which each participant will be exposed. (Attach a copy of the data-gathering instrument if available. If not available, provide a detail description below.)

4. Experimenter’s assessment of the extent to which the participants will be exposed to stress, discomfort, or risk (physical, psychological, social). If any risk is presented, then specify: (1) precautions to be taken; (2) plans for dealing with emergent problems; (3) plans for surveillance of equipment and assistants; and (4) evaluation of the extent to which benefits to be derived from the study justify the likelihood of risk or discomfort to the subject.
4. In your judgment will the research require participants to be uninformed, mislead or misinformed about any aspect of the research?
No: ☐
Yes: ☒ Please describe the nature of the specific deception and indicate why the research questions is being approached in this way.

5. Enclose a copy of your informed consent form, including the following basic elements of informed consent:

   a) A fair explanation of the procedures to be followed, including an identification of those which are experimental.

   b) A description of the attendant discomforts and/or risks. Alcohol is a central nervous depressant.

   c) A description of the benefits to be expected. To investigate the effects of alcohol consumption on facial expression detection.

   d) A disclosure of appropriate alternative procedures that would be advantageous for the participants.

   e) An offer to answer any inquiries concerning the procedures.

   f) An instruction that the participant is free to withdraw consent and to discontinue participation in the project or activity at any time without prejudice to the participant.

   g) A description of plans for protecting the confidentiality of information obtained from the participant.

6. Summarize the information to be given to the participants at debriefing following participation in the project or activity.

___________________________________   ____________________
Signature (Principal Investigator)       Date
**To comply with federal guidelines, all Principal Investigators are now required to go to [http://www.hhs.gov/ohrp/](http://www.hhs.gov/ohrp/) and taking the three training modules by clicking on “Online Training” listed under “Educational Resources**

Completed form should be sent to the IRB Chair
Please submit one hard copy via snail mail (BE SURE THAT THE FACULTY SUPERVISOR’S SIGNATURE IS INCLUDED ) and one electronic copy via email sent by the faculty supervisor) Erika Derkas, Ph.D.
Department of Social and Behavioral Science
Hewett Hall – 214
505-454-3432
derkas@nmhu.edu