

The Primary Investigator (PI) of the research project must complete these three steps:

1. Download the IRB Application Form and Form A from the [NMT Human Subjects Research webpage](#).
2. Fill out both forms to the best of your ability. Make sure that you attach all documents related to your project (e.g., surveys or questionnaires, consent forms, flyers or advertisements used to solicit participants, etc.).
3. Submit all documents to the IRB Administrator irb@nmt.edu.

Upon receiving your Application Form and attachments, the IRB Administrator will perform an initial review of your project to determine what level of IRB review is appropriate.

For classroom or practicum projects: New Mexico Tech's IRB Administrator reviews **all** Human Subjects Research — including classroom or practicum projects that will not be published. Please complete the IRB Application Form and email it to the Administrator (irb@nmt.edu). Your project will probably be eligible for an Administrative Review, which will only take a short amount of time. Please be aware that you cannot start your project until you have the signed Approval Form in hand.

If your research project will NOT collect any Personally Identifiable Data from your participants: Your project will probably be eligible for an Administrative Review. Please be aware that you cannot start your project until you have the signed Approval Form in hand.

If your research project WILL collect certain types of Personally Identifiable Data from your participants: Your project may be eligible for an Expedited Review, which is performed by the IRB Administrator and one other IRB member. This can take up to a three weeks to complete, depending on availability of board members. Please be aware that you cannot start your project until you have the signed Approval Form in hand.

If your project uses special populations (children or minors under age 18) or if you are collecting very sensitive personal data, your project may require Full-Board Review. This will require a meeting of the full Institutional Review Board, which can take up 1 month to arrange. You may be asked to provide more information to the Full Board before it decides to approve or disapprove your project. Please be aware that you cannot start your project until you have the signed Approval Form from the full IRB in hand.

What is Personally Identifiable Data?

Personally Identifiable Data is defined by federal regulation as the following information:

- **Name**
- **Identification Numbers** (i.e., Social Security Number, Tech Student ID Number)
- **Contact Information** (i.e., Physical Address, Phone Number, Email Address and/or IP Address)
- **Audiotape recordings, videotape recordings, or photographic images of participants**
- **Blood, tissues, bodily fluids, or DNA from participants**
- **Sensitive health or medical information** (i.e., HIV status; drug/alcohol use; mental /physical disorders; illicit or criminal behaviors; sexual preference; or other information that could cause harm to the participant if it became known in his/her community).