

How To Submit an Application for Research To the NMSU Office of Compliance

Find something to research!

1 LOG IN to Comply Website

- Click "Submit an Application" in the left sidebar.
- Use your my.NMSU log in credentials.
- Don't have an NMSU username & password? A link to request access is on the log in screen.

2 UPLOAD Your Certificate(s)



<< Don't have one?
Skip to step 3 >>

3 FILL OUT Application Form



Details on how-to:

- On the home page, click "certificates".
- You can only upload PDF file formats.
- You should have obtained your certificate from...
- The system will not let you upload expired certificates.
- You can only upload your certificate(s), your team members need to login and upload theirs on their own.

FAQ's:

- Where can I obtain a certificate?
- What if my certificate is expired?
- I accidentally uploaded the wrong certificate, how do I fix it?
- How do I delete a certificate?
- How can I tell if it has been successfully uploaded?

How:

- Click "applications" (can be found on the home page).
- Select form template from the list
- Fill out the form
- Identify research & approval team members
- Include training certificates for yourself and all research and approval team members
- Attach supporting documents
- The completeness of this form will determine if it is approve or returned.
- Common reasons applications are returned (this is a link).

FAQ's:

- FAQ's.
- Help contact info.

Click the **Save** button at the bottom of the form.

4 CLICK the Finalize button

What this means:

An e-mail will be sent to all the people you specified in your application as "team member or approver" requesting they review the application and approve it.

What you can do:

To speed up the process you can let them know the application is ready to review, they simply need to check their e-mail.

You can proceed when:

All team members have individually logged into Maestro, reviewed your application, and hit the "approve" button.

To check the sign-off status:

To check the status of the team sign-off, login and under applications....etc etc.



.....wait for all your

NAVIGATE to your submitted form

LOG IN AGAIN



team members to check their e-mail....

Click on "applications"

under "Your Forms" click the form title

scroll to the bottom of the page

5 CLICK the Submit button

The Office of Compliance IRB Review Board will e-mail you once your application has been processed and notify you of it's status:

.....wait for UP TO six weeks.....

✓ APPROVED

- Congratulations! You may begin your research!
- What obligations you must still fulfill while researching.
- You have 1 year to complete your research (if you still need time, fill out a time-extension application).
- Etc, etc.

↩ RETURNED

- You will receive an e-mail saying you application has been returned for: 1. Corrections 2. Clarification 3. More Information Required.
- Return to step #3 and use these IRB comments to revise your application.
- Common mistakes that will get an application returned (link).