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Memo

Date: March 14, 2012

To: Melissa King, Project Director

From: Kerry Levin, Chair Westat IRB Kerry Levin

Subject: **Expedited Approval of Farmers Market Incentive Provider Study, Project 8876.03 FWA 00005551**

As Chair of the Westat Institutional Review Board (IRB), I reviewed the materials submitted for the following: **Farmers Market Incentive Provider Study, Project 8876.03.** The Westat IRB reviews all studies involving research on human subjects. The USDA Food and Nutrition Service funds this study.

This study will assess how private organizations design, operate, and evaluate SNAP financial incentive programs for clients purchasing fruits and vegetables at farmers markets. It will also assist in assessing how much these programs influence the purchase of fruits and vegetables at farmers markets using SNAP benefits.

Telephone interviews will be conducted with key staff at selected organizations that agree to participate. These interviews, lasting approximately 15-60 minutes, will be semi-structured and administered to either executive directors or program directors.

Information collected will include the following:

- Qualitative data to better understand the: relationship of these organizations to the farmers markets that obtain SNAP incentive funds;
- Primary mission of the organizations and their history with SNAP;
- Source of the financial support for the organization's SNAP incentive programs, and whether other types of support are provided or offered; and number of markets a specific organization supported in 2012;
- Selection process and requirements for farmers' markets to be awarded incentive dollars;
- Factors that make it difficult to implement and manage incentive programs; and characteristics of successful incentive programs.

Existing FNS data will also be collected in order to assess how much these programs influence the purchase of fruits and vegetables at farmers markets using SNAP benefits.

Per 45 CFR 46, IRB regulations permit expedited review of certain activities involving minimal risk [45 CFR pt. 46.110 (b) 1. This study can be considered minimal risk and is approved under expedited authority. Per 45 CFR 46 117 (c) 2, a waiver of documentation of informed consent is also approved as the study is minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.

As the Project Director you are responsible for the following:

- You are required to submit this study for a continuing review on or before March 14, 2013.

- In the interim, notify the IRB Office as soon as possible if there are any injuries to subjects as well as problems or changes with the study that relate to human subjects.

cc: Institutional Review Board
Adriana Brigatti