

**Memorandum**

**Date** June 18, 2013

**From** Felecia Peterson  
IRB-G Administrator, Human Research Protection Office

**Subject** IRB Approval of New CDC Protocol 6472, "CDC Ready" - Enhancing Personal and Family Preparedness of the CDC Workforce" (Expedited)

**To** Robyn Sobelson, PhD  
OPHPR/OD

CDC's IRB-G has reviewed the request for approval of new protocol #6472, "CDC Ready" - Enhancing Personal and Family Preparedness of the CDC Workforce". The IRB determined that the study involves no greater than minimal risk to subjects. The protocol was reviewed in accordance with the expedited review process outlined in 45 CFR 46.110(b)(1) category 7. The protocol has been approved for the maximum allowable period of one year and CDC IRB approval will expire on **6/13/2014**.

**Please Note: The IRB is requesting that in the first paragraph of the consent form it specifically state that this is "Research".**

If other institutions involved in this protocol are being awarded CDC funds through the CDC Procurement and Grants Office (PGO), you are required to send a copy of this IRB approval to the CDC PGO award specialist handling the award. You are also required to verify with the award specialist that the awardee has provided PGO with the required documentation and have approval to begin or continue research involving human subjects as described in this protocol.

As a reminder, the IRB must review and approve all human subjects' research protocols at intervals appropriate to the degree of risk, but not less than once per year. There is no grace period beyond one year from the last IRB approval date. It is ultimately your responsibility to submit your research protocol for continuation review and approval by the IRB along with available IRB approvals from all collaborators. Please keep this approval in your protocol file as proof of IRB approval and as a reminder of the expiration date. **To avoid lapses in approval of your research and the possible suspension of subject enrollment and/or termination of the protocol, please submit your continuation request along with all completed supporting documentation at least six weeks before the protocol's expiration date of 6/13/2014.**

**Any problems of a serious nature must be brought to the immediate attention of the CDC IRB, and any proposed changes to the protocol should be submitted as an amendment to the protocol for CDC IRB approval before they are implemented.**

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service  
Centers for Disease Control  
and Prevention (CDC)

If you have any questions, please contact your National Center Human Subjects Contact or the CDC Human Research Protection Office (404) 639-7570 or e-mail: [huma@cdc.gov](mailto:huma@cdc.gov).

cc:

Marinda Logan

Ismael Ortega-Sanchez

Carolyn Leighton