

APPENDIX T: WESTAT IRB APPROVAL LETTER



An Employee-Owned
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OMB Approval No. XXXX-XXXX
Approval Expires: XX/XX/20XX

Memo

Date: November 19, 2014

To: Mustafa Karakus, Project Director

From: Kerry Levin, Chair Westat IRB *Kerry Levin*

Subject **Expedited Approval of SNAP ALLOTMENTS, Project Number 6292**
: **FWA 00005551**

As Chair of the Westat Institutional Review Board (IRB), I reviewed the materials submitted for the following: **SNAP ALLOTMENTS, Project Number 6292**. The Westat IRB reviews all studies involving research on human subjects. This study is funded by the Food and Nutrition Service.

The primary purpose of this study is to identify the major individual, household, and environmental barriers affecting SNAP households' perceived ability to have access to a healthy diet. The study will examine how these barriers vary by household demographics, economics, and geography and determine how, if at all, these barriers can be accounted for in determining SNAP allotments.

As the prime, Westat's role is to develop and cognitively test the survey instrument, draw the national sample for the survey, administer the mail/telephone survey, schedule and conduct the qualitative interviews, analyze the data, and write reports. Westat's subcontractor, Insight Policy Research will help conduct the qualitative interviews.

IRB regulations permit expedited review of certain activities involving minimal risk [45 CFR pt. 46.110]. This study can be considered minimal risk and is approved under expedited authority. Per [45 CFR 46 117], a waiver of documentation of informed consent for the telephone and mail surveys is also approved as the research is no more than minimal risk 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:

- **Before IPR may conduct qualitative interviews or be involved in any other part of the data collection etc., you must upload human subjects protections training certifications and assurance of confidentiality statements for all employees involved, as well as their institution's' data security procedures. Further, IPR staff may not begin in their role until an executed IRB Agreement is complete and on file.**

- Submit this study for a continuing review before November 19, 2015.
- 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
Nancy Weinfield



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