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Research Corporation

Appendix A4. Westat IRB Approval Letter

Memo

Date: November 28, 2017
To: Tracey Vericker, Project Director
From: Sharon Zack, Administrator Westat IRB *Sharon Zack*
Subject: **Amendment Approval of Summer Meals Study, Project Number 6457.01
FWA 00005551**

As Administrator of the Westat Institutional Review Board (IRB), I reviewed the materials submitted for the following: **Summer Meals Study, Project Number 6457.01**. The Westat IRB reviews all studies involving research on human subjects. This project was last reviewed on July 25th, 2017.

This request for approval was for the main study involving web- and paper based surveys with phone follow-up, menu data collection by email, and qualitative interviews.

The regulations (45 CFR 46) permit expedited review of minor changes in previously approved activities. I am therefore approving the modifications under expedited authority.

Please note the following:

- You are required to submit this study for a continuing review before July 25, 2018.
- IRB approval is required before any new or modified research activities are conducted or when there is a problem involving risks to human subjects.
- Upon learning of an incident, you must contact the IRB Office within 24 hours via telephone (301-610-8828) or email (IRB@westat.com).

cc: Institutional Review Board
Alicia Sutherland