

Appendix A-5
IRB Approval Letter



An Employee-Owned
Research Corporation

Memo

Date: October 13, 2018

To: Melissa Rothstein, Project Director

From: Sharon Zack, Administrator Westat IRB

Sharon Zack

**Subject: Initial Approval of SFSP INTEGRITY STUDIES TO1, Project Number 6658.01
FWA 00005551**

As Administrator of the Westat Institutional Review Board (IRB), I reviewed the materials submitted for the following: **SFSP INTEGRITY STUDIES TO1, 6658.01**. The Westat IRB reviews all studies involving research on human subjects. Food and Nutrition Service, USDA funds this study.

The purpose of this project is to collect information about how State agencies administer and provide effective oversight of the Summer Food Service Program (SFSP) including identifying common program integrity challenges.

Westat will oversee project management, instrument development, the OMB package, data collection, data analysis, and reporting.

Per 45 CFR 46 102 (f) and based on the information provided, this project does not include human subjects and is therefore exempt from further IRB review.

Please note the following:

- It is very important that you close out your project when completed. A final continuing review form is not required for projects that do not include human subjects research. As a way to close out, we will use the projected end date that you provided in your initial application. On that day, we will ask you to respond by email to confirm that your project is over.
- 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 Westat IRB Office within 24 hours via telephone (301-610-8828) or email (IRB@westat.com).

cc: Institutional Review Board
Frank Bennici