

Memo

Date: February 19, 2024

To: Maeve Gearing, Project Director

From: Mihiri Silva, HRPP Operations Associate *Mihiri Silva*

Subject: **Initial Approval of ADMIN COSTS EHIP, Project Number 2010 FWA 00005551**

As HRPP staff, I reviewed the materials submitted for the following: **ADMIN COSTS EHIP, Project Number 2010**. The Westat IRB reviews all studies involving research on human subjects. Food and Nutrition Service, UDSA funds this study.

The purpose of this project is to collect cost data on three eHIP projects and break down these costs by what the cost is for, who is incurring this cost, and whether this is a one-time cost of setting up the project or an ongoing cost of administering eHIP.

Westat will conduct the following activities:

- Establish Data Use Agreements with the three eHIP states;
- Develop, pretest, and finalize administrative data templates and interview guides;
- Develop OMB package;
- Collect administrative and qualitative data;
- Conduct quantitative and qualitative analyses;
- Produce a final report, deliver a briefing, and submit data sets and related documentation.

Per [45 CFR 46.104(d) (2)], and the information provided, this research includes interactions involving surveys and interviews and the following criteria is met:

- Information recorded cannot be readily linked back to subjects, or
- Any information disclosed outside of the research would not place subjects at risk of harm, or
- Identifiable information recorded, with limited IRB review for protecting privacy and confidentiality.

This project is exempt from future IRB review.

As the Project Director, you are responsible for the following:

- **Submitting for review and approval before any new or modified research activities (e.g., quantitative data collection) are conducted.**
- Contacting the IRB within 24 hours (i.e., 301-610-8828 or by email (IRB@westat.com) of becoming aware of and submitting an incident report within the next 10 days.

cc: Institutional Review Board
Sharon Zack, MS