

MEMORANDUM

Date: 11/12/2014
To: Eric V. Van Duzer
Bruce Triplett
From: Susan Brater
Institutional Review Board for the Protection of Human Subjects
IRB #: iRB 14-062
Subject: Leadership, It's Everyone's Responsibility

Thank you for submitting your application to the Committee for the Protection of Human Subjects in Research. After reviewing your proposal I have determined that your research can be categorized as Exempt by Federal Regulation 45 CFR 46.101 (b) because of the following:

Your research will involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interviews procedures or observation of public behavior, and that information obtained will be recorded in a manner that the human subjects will not be able to be identified directly, or through identifiers linked to the subjects; and any disclosure of the human subjects' responses outside the research would not reasonable place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

The Exempt designation of this proposal will expire on **11/11/2015** . By Federal Regulations, all research related to this protocol must stop on the expiration date and the IRB cannot extend a protocol that is past the expiration date. In order to prevent any interruption in your research, please submit a renewal application in time for the IRB to process, review, and extend the Exempt designation (at least one month).

Important Notes:

- Any alterations to your research plan must be reviewed and designated as Exempt by the IRB prior to implementation.
 - Change to survey questions
 - Number of subjects
 - Location of data collection,
 - Any other pertinent information
- If Exempt designation is not extended prior to the expiration date, investigators must stop all research related to this proposal.
- Any adverse events or unanticipated problems involving risks to subjects or others must be reported immediately to the IRB (irb@humboldt.edu).

cc: Faculty Adviser (if applicable)
Department or Unit Chair
Institutional Review Board for the Protection of Human Subjects

The California State University