

**MEMORANDUM**

**Date:** 10/20/2020  
**To:** Erin C Kelly  
Cherilyn P. Ashmead  
**From:** Susan Brater  
Institutional Review Board for the Protection of Human Subjects  
**IRB #:** IRB 19-059  
**Subject:** Formerly Timber-Dependent Communities

Thank you for submitting your annual report to the Institutional Review Board for the Protection of Human Subjects in Research. After reviewing your annual report, and determining that you have no unanticipated problems or adverse events, I am able to extend the Exempt status of your proposal.

The anniversary date of this proposal is **10/20/2021**. By HSU policy, all data collection related to this protocol must stop on the anniversary date and the IRB will not extend a protocol that is past the anniversary date. In order to prevent any interruption in your research, please submit an annual report 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 anniversary date, investigators must stop all data collection 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)  
Institutional Review Board for the Protection of Human Subjects