



# HUMBOLDT STATE UNIVERSITY

Institutional Review Board for the Protection of Human Subjects

707-826-5165 | irb@humboldt.edu | www.humboldt.edu/human\_subjects

## MEMORANDUM

**Date:** 10/25/2016  
**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 proposal to the Institutional Review Board for the Protection of Human Subjects in Research. After reviewing your renewal request, determining that you have no unanticipated problems or adverse events, and no changes or modifications to the approved proposal, I am able to extend the Exempt status of your proposal.

The Exempt designation of this proposal will expire on **10/24/2017**. 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)  
Institutional Review Board for the Protection of Human Subjects

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