

SAMPLE

March 5, 1996

MEMORANDUM

TO: Chair, Committee on the Protection of Human Subjects

FROM: Principal Investigator

Subject: **NOTICE OF "EXEMPT" RESEARCH ACTIVITY**

I will be administering the PRCA (Personal Report of Communication Anxiety) to 47 inmates of the Fresno City Jail in April, 1996.

Pursuant to Section 3.5 of the *Policy and Procedures for Research with Human Subjects* at California State University, Fresno, I am notifying you of this research and my judgment that it is **exempt** from further review because it is within categories 2 and 4.

Attached is a brief outline of my research.

Please verify my judgment in this matter.

Thank you.