

SAMPLE

MEMORANDUM

Date: March 5, 2008

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.