



## **Memorandum**

To: Holt Zaugg  
Department: BYU - HBLL - Harold B. Lee Library  
From: Sandee Aina, MPA, HRPP Associate Director  
Wayne Larsen, MAcc, IRB Administrator  
Date: November 08, 2021  
IRB#: IRB2021-347  
Title: Development and Validation of Subject Librarian Consultation Competencies - Beyond BYU

Brigham Young University's IRB has approved the research study referenced in the subject heading as exempt level, Category 2. This study does not require an annual continuing review. Each year near the anniversary of the approval date, you will receive an email reminding you of your obligations as a researcher and to check on the status of the study. You will receive this email each year until you close the study.

The study is approved as of 11/08/2021. Please reference your assigned IRB identification number in any correspondence with the IRB.

Continued approval is conditional upon your compliance with the following requirements:

1. A copy of the approved informed consent statement can be found in iRIS. No other consent statement should be used. Each research subject must be provided with a copy or a way to access the consent statement.
2. Any modifications to the approved protocol must be submitted, reviewed, and approved by the IRB before modifications are incorporated in the study.
3. All recruiting tools must be submitted and approved by the IRB prior to use.
4. Instructions to access approved documents, submit modifications, report adverse events, can be found on the IRB website, iRIS guide: <https://irb.byu.edu/iris-training-resources>
5. All non-serious unanticipated problems should be reported to the IRB within 2 weeks of the first awareness of the problem by the PI. Prompt reporting is important, as unanticipated problems often require some modification of study procedures, protocols, and/or informed consent processes. Such modifications require the review and approval of the IRB. Please refer to the [IRB website](#) for more information.