CENTER FOR DATA INSIGHTS AND INNOVATION
CALIFORNIA HEALTH & HUMAN SERVICES AGENCY

View xForm - Project Application v6

This form is for new projects that have not been previously approved by CPHS.

Data entry
- Submitted 05/12/2025 4:11 PM ET by Kelsey Pukelis, PhD

New Submission Study Personnel

NEW CONTACT INSTRUCTIONS

June 2025 cycle.

_____HSC Project_____

• A LOS from CDSS is attached.

A DSL from Harvard University is attached.

• The primary site of the study: Revised to "Harvard University" on 5/12/25.

04/14/2025 • Sussan Atifeh • Internal

Summary:

PI, Kelsey Pukelis (who is a PhD Candidate in Public Policy at Harvard Kennedy School) have submitted this application to request approval for a project involved with human subjects' contacts. This study looks at how Disaster Supplemental Nutrition Assistance Program (D-SNAP) helps households and how it affects future enrollment in the regular SNAP program. Researchers collect information through observations and interviews with program participants and government officials. The project contributes to disaster aid research by studying different types of disasters and their impact on food assistance for households.

• The study will interview 20 Disaster SNAP participants and 10 administrators from agencies like FEMA, USDA FNS, and CDSS. Field observations may include hundreds of individuals per site visit.

• Funding: University funded.

• Source of requested data:
—Identified contacts at the U.S. Department of Agriculture's Food and Nutrition Service (FNS)
—Use Publicly available data

• End Product: The research will produce a report or article, with qualitative findings guiding future phases, including possible quantitative analysis and survey-based hypotheses

05/07/2025 • Sussan Atifeh • Internal

Internal Note for Dr. Azizian (suggested SME by the Chairs for this project):

Hi Dr. Azizian!
This project has been preliminarily categorized for both Common Rule and IPA review due to human subjects involvement and a data request from CDSS. Although the application lists a CDSS affiliated individual as the administrative contact, the researchers have clarified that the main project site is Harvard University, and the PI is currently a student there. However , the PI has stated that she will be employed by CDSS in the near future. If they do not use the CDSS data for recruitment and if the CDSS staff are not actively involved in the project's implementation, it may ultimately qualify for only an IPA review via expedited review. Please let us know if you believe an IPA review is the only review that should be provided by CPHS for this project, and then I reassign the project to you via expedited review.
Thank you.

05/12/2025 • Sussan Atifeh • Internal

Dear Researchers: Please check all pages of the application (scroll down to see the entire page), address the comment(s), and resubmit the application.
Thanks,

05/12/2025 • Sussan Atifeh • *Not* Internal • Resolved

If personnel are not found by their email address while trying to complete the following questions, you can add them in the system with the link below. Click on the "New Contact Form" and complete it. Within a few minutes of completing the form, you will receive an email notifying you of the availability of the new contact. You should then be able to add them in the subsequent questions.

User had the option to start a different form here.

PRINCIPAL INVESTIGATOR (PI)

Enter the Principal Investigator's email address.

Please provide institutional email addresses for all research staff in this application.

04/14/2025 • Sussan Atifeh • *Not* Internal • Resolved

Internal Note:

Summary of the Cover Letter:

The PI, Kelsey Pukelis, is a PhD Candidate in Public Policy at Harvard Kennedy School, expecting to graduate in May 2025. Following graduation, she will join the California Department of Social Services (CDSS) as a Research Data Analyst II.
The project is in collaboration with Dr. Laura Carper from Texas A&M University-Texarkana, and while it begins during the PhD program, the PI plans to continue it as a CDSS employee.
Kelsey has listed Joaquín Carbonell, a Section Chief at CDSS, as the Administrative Contact and Dr. Mark Shepard, a faculty advisor and Harvard professor, as the Responsible Official, who will be kept informed but will have limited involvement in the study.

05/07/2025 • Sussan Atifeh • Internal

Kelsey Pukelis, PhD

Email: kelseypukelis@g.harvard.edu **Business:** (630) 373-4700

Choose the institution with which the PI is affiliated (not the location at which the research is being conducted).

Harvard University

Enter the city in which the PI's institution is located.

Cambridge

Enter the state in which the PI's institution is located.

Start typing in the state name to select the name from the list.

Massachusetts

Attach a copy of the PI's Curriculum Vitae.

Pukelis_CV.pdf PI Curriculum Vitae

CO-PRINCIPAL INVESTIGATOR (CO-PI)

Enter the Co-PI's email address by clicking on the "Add Contact" button.

If there are multiple co-principal investigators, repeat this action for all Co-PIs. If there are no Co-PIs for this project, skip this question.

Laura Carper, PhD

Email: LCarper@tamut.edu **Business:** (903) 223-3124

Attach a copy of each Co-PI's Curriculum Vitae.

Current CV edited 362025.pdf Co-PI Curriculum Vitae

Deleted Attachments: 1 (Most Recent: FILLER BLANK DOCUMENT CV.pdf on 03/06/2025 1:12 PM ET)

ADMINISTRATIVE CONTACT

To help us determine the appropriate level of CPHS review, please in the "Procedures" section of the application clarify about the role of the CDSS affiliated person listed as the administrative contact as the project. Is this individual involved in the implementation, management, or data handling for the project? Is there any formal collaboration or agreement in place between CDSS and the project team? Please clarify

05/12/2025 • Sussan Atifeh • *Not* Internal

Response to the comment above:
Joaquin Carbonell, California Department of Social Services, is listed as the administrative contact for this project. Beginning on May 19, 2025, Kelsey Pukelis will be an employee of the California Department of Social Services working as a part of Joaquin Carbonell's team. This qualitative research project will be complementary to her future, primarily quantitative-based work at CDSS. Joaquin is helping Kelsey coordinate with CDSS to support this project. For example, he may help connect our research team with D-SNAP sites and staff to speak with for this project. We have a letter of support from CDSS.

This project is funded by Harvard University. This funding was obtained when Kelsey Pukelis was a PhD student at Harvard.

05/12/2025 • Sussan Atifeh • Internal

Enter the email address(es) for the administrative contact(s). If you are the administrative contact, enter your email address, and enter anyone else you want listed as an administrative contact.

Joaquin Carbonell, MPP

Email: Joaquin.Carbonell@dss.ca.gov **Business:** (404) 402-7711

RESPONSIBLE OFFICIAL (RO)

Enter the RO's email address.

*The RO **cannot** be the same person as the PI or Co-PI. The RO must have supervisory authority, in the administrative structure of the institution, over the PI.*

Mark Shepard, PhD

Email: mark_shepard@hks.harvard.edu **Business:** (617) 495-1186

OTHER RESEARCH STAFF

Enter the email address for any other research staff by clicking the "Add Contact" button.

Repeat this action for all other research staff not previously provided on this screen that should receive notifications about this project. If there are no additional research staff, skip this question.

No answer provided.

Check for PI same as RO (internal only question) *(Internal)*

False

Project Information

SUBMITTER

Application completed by:

Kelsey Pukelis, PhD

Email: kelseypukelis@g.harvard.edu **Business:** (630) 373-4700

PREVIOUSLY APPROVED EXEMPTION

Is there a previously-approved exemption from CPHS for this project?

No

PROJECT TITLE

Enter the project title (please capitalize each word in your title).

Understanding Enrollment in Public Benefit Programs: Evidence from Disaster SNAP and SNAP

PROJECT SITE

Indicate the primary site at which the research will be conducted.

Note: The main site of a study is the institution responsible for securely storing and managing the study's data which is typically where the “Servers Housing The Data” are located. It should align with the Principal Investigator's (PI's) and RO's institution, as the PI and RO are accountable for the data's security and access. This setup ensures consistent oversight, proper safeguards like encryption, and quick responses to any security issues.

The project lists CDSS as the main site, but researchers are affiliated with Harvard University. However, no Data Security Letter (DSL) has been provided by following the format specified on the CPHS website.

• If CDSS is the only site, please clarify how Harvard-affiliated researchers access the data (you can type your response in the "Procedures" section of this application).

• If Harvard is the only site, please update the project’s site and replace CDSS with Harvard University.

• If the project involves multiple main sites, please explain about it in the "Purpose" or "Procedures" section of this application accordingly and provide a DSL from each site separately and attach them in the "Data Security Letter (DSL)" section of this application. Please ensure the DSLs are following the format specified on the CPHS website.

05/07/2025 • Sussan Atifeh • *Not* Internal • Resolved

Harvard University

STUDY PROCEDURES

Indicate the study procedures involved in this research. Check all that apply.

If you have requested any state data from any state departments, please select "Data Registry" as well. Please also attach all lists of requested variables (using descriptive names) by attaching the formal data dictionaries in the "DATABASE DETAILS" section.
In the attached list(s) you need to provide a brief explanation to justify requesting each variable and to show the use of the variables.

05/07/2025 • Sussan Atifeh • *Not* Internal • Resolved

Response provided by researchers on 5/12/25 to the comment above:

[We have not requested any state data from any state departments.]

05/12/2025 • Sussan Atifeh • Internal

Interviews
Recruitment-Participant

TYPE OF RESEARCH REQUEST

Indicate which of the following applies to this research. Check all that apply.

Please select both "SB-13 (Information Practices Act)" and "Common Rule/Human Subjects" at this stage. If the reviewers of your project determine that only one type of review is necessary, you will be notified to de-select the other accordingly.

05/12/2025 • Sussan Atifeh • *Not* Internal • Resolved

If you have not requested any state data, you can de-select IPA.

05/12/2025 • Sussan Atifeh • *Not* Internal

*Death Data Only refers to health-related studies requesting existing mortality data from **within** the California Human Health Services Agency (CHHSA)*

*SB-13 (Information Practices Act) refers to health-related studies requesting existing data from **outside** the CHHSA (e.g. California Department of Corrections and Rehabilitation [CDCR], California Department of Education [CDE], etc.) **OR** studies requesting data **within** the CHHSA that are not state funded or involving state staff.*

Common Rule/Human Subjects refers to health-related studies that involve direct or indirect interaction with human subjects (e.g. recruitment, interviews, etc.)

*Common Rule Only refers to health-related studies requesting existing data from **within** the CHHSA (e.g. Office of Statewide Health Planning and Development [OSHPD], California Department of Public Health [CDPH], etc)*

SB-13 (Information Practices Act)
Common rule/Human subjects

PROJECT TYPE DETAILS

Indicate which, if any, apply to this research. Check all that apply.

If the research does not involve any of following, choose "None of the above."

Minimal Risk
Consent form

VULNERABLE POPULATIONS

Indicate which vulnerable populations, if any, will be involved with this research. Check all that apply.

If vulnerable populations are not part of the research, choose "Not applicable."
Note regarding minors: in the United States, a minor is under 18 years of age. If research is conducted outside the United States, a minor is under the age of majority in the countries where research is to be conducted.

Economically or Educationally Disadvantaged Persons

FUNDING

Is this research funded?

Is this project only funded by the Harvard University? Please clarify in the "Procedures" section of the application.

05/12/2025 • Sussan Atifeh • *Not* Internal • Resolved

Response from the PI to the comment above:

This project is funded by Harvard University. This funding was obtained when Kelsey Pukelis was a PhD student at Harvard.

05/12/2025 • Sussan Atifeh • Internal

Yes

Indicate the funding source for this project.
University funded

EXPEDITED REVIEW CONSIDERATION

Please check the criteria below that you think your project meets to qualify for an expedited review. If none of these expedited criteria are appropriate for your project, choose 'not applicable'; your protocol will be reviewed by the full committee. Note that CPHS will make the final determination of whether the project meets the criteria for expedited review.

Protected Health Information/Personally Identifiable Data (PHI/PID) is defined as information in any format that identifies the individual, including demographic information collected from an individual that can reasonably be used to identify the individual. Additionally, PHI is information created or received by a healthcare provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual, including any of the 18 HIPAA identifiers.

Note: Please be aware that individual participants may be identifiable by combining other items in the data even when none of the 18 HIPAA identifiers are present. Thus, a study may still contain PID even after removing or never acquiring the identifiers, and the investigator may still need to provide complete answers for the data security questions in the protocol.

***The Departments within the California Health and Human Services Agency (CHHSA) are: Aging, Alcohol and Drug Programs, Child Support Services, Community Services and Development, Developmental Services, Emergency Medical Services Authority, Health Care Services, Mental Health, Public Health, Rehabilitation, Social Services and Statewide Health Planning and Development.*

Not applicable

ANTICIPATED PROJECT START DATE

Projects cannot begin before they have been reviewed. The earliest possible start date is always the date of the next public meeting at which the project will be heard.

For a list of public meeting dates, see the CPHS website

06/06/2025

ANTICIPATED PROJECT END DATE

12/31/2025

Project Details

PURPOSE

Include a brief statement, less than 500 words, describing the research project. Be sure to address the background for the project, including relevant literature, the major research questions to be addressed, and the expected end product (e.g., article, report or other publications). Include the location(s) where the project will take place. The summary should be understandable to the general public.

Please briefly explain about the main site(s) of project in this section.

The main site of a study is the institution responsible for securely storing and managing the study's data which is typically where the "Servers Housing The Data" are located. It should align with the Principal Investigator's (PI's) and RO's institution, as the PI and RO are accountable for the data's security and access. This setup ensures consistent oversight, proper safeguards like encryption, and quick responses to any security issues.

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We conduct the first study of the Disaster Supplemental Nutrition Assistance Program's (D-SNAP) effects on households and the relationship between D-SNAP and future SNAP enrollment. We use qualitative methods, including field observations and interviews with participants and government administrators. The main site of this research is Harvard University, where Kelsey Pukelis is affiliated.

Our project contributes to the U.S. disaster aid literature by studying several disaster types and focusing on nutrition assistance's effects on households. One USDA report uses case studies of five disasters to understand best practices in operations (Blitstein et al. 2023). Other existing papers focus on the economic impact of disasters including hurricanes (Deryugina 2017; Deryugina et al. 2018; Deryugina & Molitor 2020), tornados (Gallagher et al. 2021), wildfires (Baylis & Boomhower 2023), and related aid.

Studying the relationship between D-SNAP and SNAP presents a unique opportunity to explore transfer program enrollment dynamics. Since households' experiences participating in both programs are similar, building applying for D-SNAP may increase the likelihood of applying for SNAP in the future. On the other hand, if a household faces negative experiences when using D-SNAP benefits, current use may discourage future SNAP use. This project will help disentangle mechanisms of dynamic enrollment, including individual learning, group learning, and levels of stigma. Previous literature has studied the intergenerational transmission of benefit take-up (Dahl et al. 2014; Dahl & Gielen 2021), the effect of social networks on take-up (Bertrand et al. 2000), and the effect of local knowledge of the Earned Income Tax Credit on labor supply (Chetty et al. 2013). One paper considers

the dynamic nature of enrollment across subsequent unemployment spells but is limited in disentangling mechanisms (Lemieux & MacLeod 2000). Estimating the magnitude of future SNAP enrollment effects would help benchmark the long-run fiscal costs of D-SNAP expansions.
The product of this research will include a report and/or article. Findings from the qualitative component will also inform future phases of the project, possibly including the set of outcomes analyzed using quantitative data and a set of hypotheses to examine further using a survey.
This research may take place throughout California in areas recently affected by natural disasters and/or issued D-SNAP.

MAJOR RESEARCH QUESTION

What is the major research question to be addressed in this project?

Does taking up D-SNAP or SNAP benefits today make a household more likely to take them up in the future? What are the mechanisms of dynamic enrollment in these programs over time, including individual learning, group learning, and levels of stigma?

STUDY PROCEDURES

Describe in detail all procedures for this research. Do not attach grant applications or similar documents. Information in this application must be sufficient to fully explain the procedures without such documents

This is a study in which we hope to learn about the experiences of:
(1) potential participants in public programs, including SNAP, Disaster SNAP and other disaster relief programs;
(2) past or current participants in these programs;
(3) individuals who experience and are substantially affected by a natural disaster;
(4) individuals who work at organizations who provide the programs or conduct outreach, particularly those in governmental agencies.
Although we focus on the Disaster SNAP program, we are interested in the experiences of SNAP participants following a natural disaster because they are also eligible for additional SNAP benefits following a disaster. These additional benefits are called SNAP supplemental disaster benefits and are distinct from Disaster SNAP program benefits. Disaster SNAP benefits are reserved for households not already participating in SNAP.
We are also broadly interested in participation in other disaster relief programs since they may interact or substitute for participation in Disaster SNAP.

Individual interviews:
The study consists of semi-structured interviews.

We will recruit participants on site / in-person at Disaster SNAP application sites. We may also recruit potential interviewees online via email, phone, and a social media blast (Facebook).
The interviews will be between one or two study members and one interviewee. Interviews with individuals will take place either remotely or in-person. Interviewees who we meet in person have the choice to be interviewed in person on the spot or can schedule a remote interview for a future date.
Interviews in-person will typically include only one study member. Interviews conducted remotely may include one or two study members. If there are two study members, one study member will be the primary lead for the interview. The other study member will be present to take notes and ask any additional follow up questions toward the end of the interview. These study roles will be explained to participants at the start of the study. We do not expect that having more than one study member present would make the interviewee uncomfortable. However, if this makes the interviewee uncomfortable, they can ask one of the study members to leave or choose to end the interview at any time.
Procedure of individual interviews:
• Individuals will be informed about our presence as researchers and can ask any questions about our research study (<5 min)
• We will ask individuals for oral consent just prior to being interviewed. We

will also ask for oral consent to be audio recorded (<5 min). If an individual consents to be interviewed, but not to be audio recorded, they can still participate in the study. In this case, we will take notes in lieu of having the audio recording and transcript. If individuals choose an in-person interview, we will ask for consent in-person. In this case, we will conduct the consent process and interview in a location that the individual is comfortable with. If individuals choose a remote interview, then we will ask for consent remotely, over a secure zoom call.

• Interviews are expected to last between 30 and 60 minutes.
• A preliminary list of questions is attached to the IRB submission. We will not collect identifying information during the interview.
• At the conclusion of the interview, participants will receive compensation (<5 min)

After interviews and storage (same for both interviews with participants and program administrators):

• The interview recordings, transcripts, and notes will be stored on Harvard's Google Drive and accessible only to the research team. This information will not contain identifying information.
• Any contact information we collect will be stored on Dropbox and accessible only to the research team. Note that this is stored separately from interview transcripts and notes.
• Once all the recordings have been transcribed, the audio recordings will be deleted. We will keep the transcripts, notes, and findings for future work.

Interviews with program administrators:

The study consists of semi-structured interviews.

We will identify potential participants through (1) contacts at the U.S. Department of Agricultural, Food and Nutrition Service and the California Department of Social Services, (2) referrals from these contacts, and (3) publicly available information on individuals involved in administration of Disaster SNAP and related programs. For example, policy records indicate that the following positions are involved in the administration of Disaster SNAP:

o Those on the "disaster task force": "FNS employs staff at its national office and in its regional offices that work with State staff, and coordinate with other Federal agencies in preparing for disasters. FNS staff assists with D–SNAP operations as appropriate, including going on-site in many instances." (from Disaster SNAP policy documentation)
o Points of Contact included in states' disaster plans
o Community Partners and Roles included in states' disaster plans
o D-SNAP coordinators at each local SNAP office

We will recruit these individuals primarily over email and possibly by phone. We may also recruit some staff participants in person at Disaster SNAP local sites. Wherever possible, we will organize interviews with staff ahead of time by email. We will prioritize arranging interviews with staff ahead of time rather than on site. However, we would still like to reserve the possibility of asking staff on site to participate in interviews in order to talk both to higher level administrators, with whom we expect it is easier to arrange meetings with ahead of time, and "on the ground" staff.

The interviews will be between one or two study members and one interviewee. Interviews with individuals will take place either remotely or in-person.

Procedure of interviews with program administrators:
• When in person, individuals will be informed about our presence as researchers and can ask any questions about our research study (<5 min)
• We will ask individuals for oral consent just prior to being interviewed. We will also ask for oral consent to be audio recorded (<5 min). If an individual consents to be interviewed, but not to be audio recorded, they can still participate in the study. In this case, we will take notes in lieu of having the audio recording and transcript. If individuals choose an in-person interview, we will ask for consent in-person. In this case, we will conduct the consent process and interview in a location that the individual is comfortable with. If individuals choose a remote interview, then we will ask for consent remotely, over a secure zoom call.
• Interviews are expected to last approximately 30 to 60 minutes.
• A preliminary list of questions is attached to the IRB submission.
• At the conclusion of the interview, participants will receive compensation or be given the chance to decline compensation. (<5 min)
Field observations
• Overall, we think that D-SNAP application sites can reasonably be considered public spaces. First, application site locations are publicized on local news channels and on states websites. Second, they typically occur in sites normally open to the community. Example D-SNAP application sites include large halls, such as an American Legion Hall, a local health unit, or large outdoor fairgrounds. Third, application sites are often filled with many people. Often, there are long lines of people or cars waiting hours to get access to apply for D-SNAP. As relatively crowded places, it is a reasonable expectation that individuals there will consider themselves to be in a public space. The nature of these spaces is comparable to a Department of Motor Vehicles (DMV) office.
• We will be focused on collecting information on general qualities of the space and the nature of interactions occurring there. For example, we are interested in what the site looks like, how crowded and organized it is, how much waiting there is, etc.
• At these locations, some application interviews are held by the state agency for the purposes of determining households' eligibility for D-SNAP benefits. These interviews are held privately, typically in spaces like cubicles. We will not enter those private spaces for observations.
• Even though these sites may be considered public, we will obtain permission before conducting observations in advance of arriving at site locations. We will also inform personnel at the time of first arriving to the site locations before conducting observations.
• We may take photos at the application sites. We may ask individuals to move locations to avoid capturing individuals in the photos.

Joaquin Carbonell, California Department of Social Services, is listed as the administrative contact for this project. Beginning on May 19, 2025, Kelsey Pukelis will be an employee of the California Department of Social Services working as a part of Joaquin Carbonell's team. This qualitative research project will be complementary to her future, primarily quantitative-based work at CDSS. Joaquin is helping Kelsey coordinate with CDSS to support this project. For example, he may help connect our research team with D-SNAP sites and staff to speak with for this project. We have a letter of

support from CDSS.

This project is funded by Harvard University. This funding was obtained when Kelsey Pukelis was a PhD student at Harvard.

We have not requested any state data from any state departments.

Please upload here any tables or charts related to your study procedures and any materials (such as surveys or interview questions) that will be presented to participants.

Template Administrative Interview Questions.docx Questionnaires
Template Participant Interview Questions.docx Questionnaires

RECORDING

Will audio or video recording occur?

Yes

Describe how the recordings will be maintained during and upon completion of the project. Describe what will become of the recordings after use (e.g., shown at scientific meetings, erased, etc.).
Once all the recordings have been transcribed, the audio recordings will be deleted. We will keep the transcripts, notes, and findings for future work.

We would like to use text quotes of participants' interviews in scientific meetings and articles without using their names.

DECEPTION

Will deception be used in this study?

No

CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY (CHHSA) DEPARTMENTS LIST

Indicate any of the following CHHSA department(s)' involvement in providing research staff, funding and/or patients from State mental hospitals for this project.

CDSS: Department of Social Services

Study Population

POPULATION DESCRIPTION

Provide a full description of how human subjects will be involved in the research. Address characteristics of subjects such as: age; sex; ethnicity; and number of participants. Include requested participant number.

Individual interviews: Adults (age 18 or over) and residents of the U.S. who have applied for or participated in Disaster SNAP or other individual disaster relief benefits. Participants must speak and read English.

Administrator interviews: Adults (age 18 or over) and residents of the U.S. who are involved in administering disaster programs including Disaster SNAP. These may include employees of the Federal Emergency Management Agency (FEMA), the U.S. Department of Agriculture, Food and Nutrition Service (USDA FNS), the California Department of Social Services, other state and local administrators from social service or health agencies and employees of such agencies, and employees of non-profit and outreach organizations.

Number of individual interviewees: approximately 20
Number of administrator interviewees: approximately 10
Participants observed in field observation: It is not possible to estimate how many individuals will be observed because we do not know how crowded or populated these application and interview sites are. A ballpark estimate per site visit would be in the hundreds of people.

RATIONALE

What is the rationale for studying the requested group(s) of participants?

We would like to gather diverse perspectives on the process or applying to and participating in Disaster SNAP and related aid. We are limiting to individuals speaking English based on the language abilities of the research team.

RECRUITMENT DETAILS

Describe how potential subjects will be identified for recruitment. Examples include: class rosters; group membership; individuals answering an advertisement; organization position titles (e.g., presidents, web designers, etc.). How will potential participants learn about the research and how will they be recruited (e.g., flyer, email, web posting, telephone, etc.)?

Important to remember: subjects cannot be contacted before IRB approval.

We plan to recruit individuals through two methods: reaching out to individuals directly and recruiting individuals in person at disaster aid application sites.
Recruiting in-person at disaster aid sites:
How: By approaching individuals using the recruitment script during normal activities – such as while someone is waiting for an appointment. We will also have copies of informational flyers available for those who want them.
Where: At disaster aid application sites.
When: Sometime around spring / fall 2025.
Who: individuals and administrators
Reaching out to individuals directly:
How: By phone call, text message, or email using the corresponding recruitment message template.
Administrators: We will obtain staff administrators' contact information through Kelsey's existing contacts at the U.S. Department of Agriculture Food and Nutrition Service and California Department of Social Services. We may also obtain contact information from publicly available information online. Then, we will reach out to staff administrators by email or phone using the administrator recruitment message template. We will also have copies of informational flyers available for those who want them.
Individuals: Later, we may recruit individuals through participant referrals ("snowball sampling"). We will prioritize giving our contact information to potential participants wherever possible; if we have significant trouble recruiting a participant through this method, then we will resort to reaching out to the potential participant ourselves. We will do this on an individual basis. Then, we will reach out to individuals by email or phone using the corresponding recruitment message template. We will also have copies of informational flyers available for those who want them.
When: Sometime around spring / fall 2025

Attach copies of all recruitment materials.

Clean Yellow and Red Healthy Food Event Flyer(3).png	Recruitment Materials
Disaster SNAP interview recruitment script 2024-06-11_commentsCB2_KP2.docx	Recruitment Materials
Email to individuals 2024-06-10_commentsCB_KP_KP2.docx	Recruitment Materials
Email to orgs_2024-06-10_commentsCB2_KP2.docx	Recruitment Materials

Recruitment flyer 2024-06-10_commentsCB2_KP3.docx	Recruitment Materials

SCREENING

Will subjects be screened prior to entry into the research?

Yes

Please address the criteria for exclusion and inclusion in the research during the screening process. Provide reasons for not including women or minorities. Provide justification for including vulnerable populations such as children or prisoners. Please also provide a statement regarding what will happen to the information collected about the individual should they not enter into the study.
Individual interviews: Adults (age 18 or over) and residents of the U.S. who have applied for or participated in Disaster SNAP or received SNAP benefits during or within two months after experiencing a natural disaster. If an individual does not have experience applying for or receiving these benefits, then they are not eligible for this study. Participants must speak English. If conducting interviews remotely, individuals must turn on their camera briefly to ensure they are not participating in the study more than once. If they are attempting to participate in a second interview, we exclude them from enrollment.

Administrator interviews: Adults (age 18 or over) and residents of the U.S. who are involved in administering disaster programs including Disaster SNAP. These may include employees of the Federal Emergency Management Agency (FEMA), the U.S. Department of Agriculture, Food and Nutrition Service (USDA FNS), California Department of Social Services (CDSS), state and local administrators from social service or health agencies and employees of such agencies, and employees of non-profit and outreach organizations. If an administrator does not have one of these experiences, then they are not eligible for this study. If conducting interviews remotely, individuals must turn on their camera briefly to ensure they are not participating in the study more than once. If they are attempting to participate in a second interview, we exclude them from enrollment.

We plan to destroy the data from people who participate in the screening process and do not qualify to be in the study as soon as the screening process is over.

COMPENSATION

Will subjects be compensated for participating in the study?

Yes

Compensation type
Gift card
Cash

Explain the amount and schedule of compensation that will be paid for participation in the study. Include provisions for prorating payment. The amount should not be coercive.
Individuals will receive $25 in compensation for the one interview. Agency administrators will be offered compensation but will also be explicitly given the chance to decline compensation. The rationale for telling administrators that they can decline compensation is that receiving compensation for research participation may violate the terms of their employment (e.g. if it could be interpreted as a gift or bribe). Administrators will likely be participating in the research during their job hours and participating is related to their job duties.

Compensation will be given at the conclusion of the interview.

If we identify that an individual has participated in the study previously, then we may discontinue participation in the study and they will not be compensated a second time.

If the individual is participating for the first time, we will provide full compensation even if the interview is not completed.

STUDY DURATION

Estimate the probable duration of the entire study. This estimate should include the total time each subject is to be involved and the duration of each data collection about the subject.

E.G., This is a two-year study. Participants will be interviewed three times per year; each interview will last approximately two hours. Total approximate time commitment for participants is 12 hours.

Each participant will be asked to participate in one interview. Each interview is expected to last between 30 and 60 minutes.

Risks and Benefits

RISK DESCRIPTION

Provide a description of possible risks to participants: physical, psychological, social, economic, loss of data security, and/or loss of confidentiality. Describe and justify whether the research is minimal risk or greater than minimal risk.

The main risk of participating is feelings of psychological discomfort when reflecting on past or current experiences receiving benefits. This is one of the constructs we would like to measure. These discussions could bring up feelings of shame or guilt about take-up of government benefits, for example.

The other risk (implied by our questions of interest) is that if safety net participation status or attitudes were disclosed publicly, this could lead to further harm. For example, a participant may not want their social circle or employer to know that they receive benefits and revealing this information could cause social or economic harm.

Breach of confidentiality is another possible risk.

Our research study procedures aim to minimize these potential risks in the following ways.

Participant responses to interviews will be kept confidential and conducted in spaces that interviewees are comfortable with (e.g. over zoom, or potentially in-person in a private location).

Questions that touch on potentially sensitive subjects (e.g. stigma associated with receipt of benefits) can be skipped. Subjects can revoke consent to participate in the research at any time.

Notes from field observations will not include personally identifiable information. Any photos taken during field observations will either exclude faces, or obscure faces before being included in any public facing research materials to maintain subjects' anonymity.

AUDIO/VIDEO RECORDING RISKS

State if audio/video taking could increase potential risk to subject's confidentiality.

Audio recording could increase potential risk to the subject's confidentiality if the recording was disclosed outside the research team and a participant's voice were recognized by others.

To minimize the risks from identifiable recordings or transcripts we will:
a. Gain consent from participants before proceeding with an interview where the nature of the interview and research will be made clear
b. Give participants the option to only give a pseudonym, rather than their real name
c. Remind interviewees that they can end the interview at any time, particularly when reaching potentially sensitive topics
d. When names are recorded, keep them in a file that is stored separately from the transcript and audio recording.
e. Delete recordings once they have been transcribed

MEDICAL SERVICE RISKS

Describe how medical services will be provided if subjects suffer adverse mental or physical effects as result of research activity. If no services provided, state that clearly.

If a participant becomes distressed during our study in-person, we will stop the interview and contact local on-site authorities who can address situations of acute mental distress.
If a participant becomes distressed during our study remotely, we will stop the interview and contact a mental health hotline:
• Call or text the Disaster Distress Helpline at 1-800-985-5990 (free 24/7 counseling or support)
• Call or text 988 or chat 988lifeline.org. The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

INTERNATIONAL RESEARCH

Will this research occur outside of the United States or U.S. territories?

Check with client to see if they consider territories to be outside the U.S. or not, as this can vary between institutions.

No

LESS RISKY METHODS

Describe any less risky methods and why they are not being used.

There are no less risky methods available.

BENEFITS

Describe the benefits, if any, to the subjects or to society that will be realized as a result of this project. Discuss the benefits that may accrue directly to the subjects as well as to society. If there is no direct benefit anticipated for the subjects, state that clearly.

There are no direct benefits to participants of this study.

JUSTIFICATION OF RISKS

Explain why study risks are reasonable in relation to the potential benefits to subjects and to society.

This study will increase our understanding of individual experiences seeking Disaster SNAP, SNAP, and other disaster related benefits. These insights may inform policy. The study will also help us understand mechanisms of enrollment in public benefits, which may improve administration of those programs by government agencies and adjacent non-profit and outreach organizations.

Adminstrative Safeguards

PERSONALLY IDENTIFIABLE DATA (PID) INSTRUCTIONS

Protected Health Information/Personally Identifiable Data (PHI/PID) is defined as information in any format that identifies the individual, including demographic information collected from an individual that can reasonably be used to identify the individual. Additionally, PHI is information created or received by a healthcare provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual, including any of the 18 HIPAA identifiers.

Note: Please be aware that individual participants may be identifiable by combining other items in the data even when none of the 18 HIPAA identifiers are present. Thus, a study may still contain PID even after removing or never acquiring the identifiers, and the investigator may still need to provide complete answers for the data security questions in the protocol.

If the researcher demonstrates that he or she is unable to comply with any of the requirements below, he or she may request an exception from these requirements. The researcher should indicate any measures that will be taken to address this requirement. The exception request should be made in the text box of the corresponding requirement. An exception will only be granted if the researcher can demonstrate that adequate alternative measures have been taken to minimize risks so as to justify the exception.

HIPAA IDENTIFIERS

Please identify which HIPAA Identifiers you plan to request as part of your submission.

Telephone numbers
Email address
Photographic image - Photographic images are not limited to images of the face.
Any other characteristic that could uniquely identify the individual

TRAINING PROCEDURES

Describe the procedures for training all research staff who have access to PID on privacy and security. Indicate if staff are required to sign a confidentiality statement related to general use, security, and privacy.

All research staff have completed general research ethics training, which includes practices related to privacy and security. The two of us (Kelsey Pukelis & Laura Carper) have worked together on developing and upholding our research protocols related to privacy and security.

STAFF VETTING PROCEDURES

Describe procedures, either background check or thorough reference check, for vetting staff who will have access to PID.

> Could you briefly clarify the type of background checks conducted for the staff listed in this application? Specifically, have they undergone criminal, employment, or institutional review checks?
>
> 05/07/2025 • Sussan Atifeh • *Not* Internal • Resolved

We do not expect to add any additional staff who will have access to PID. The staff on this project have undergone employment checks. They both have CITI (Collaborative Institutional Training Initiative) certifications for human subjects research, which is recognized by their institutions' institutional review board.

SUPPORT LETTER

Obtain and submit a department support/data release letter.

This is a statement from the state agency or department you are receiving data from. It must be on that agency's/department's letterhead and should include both

1) *that the release of the desired data is legal and*

2) *that the entity is willing to release the desired data to you, the researcher. If you are not receiving data, this letter should indicate that you are supported.*

***For VSAC requests, if you do not have a Departmental Letter of Support (LOS)/Data Release, you may upload a copy of the Data Request Form (application) from the department to secure a review for the upcoming cycle. The protocol will not be approved until the LOS is uploaded to the protocol.*

Please also review the CPHS Statement for Birth and Death Data.

CPHS Letter of Support - KPukelis_DisasterSNAP_vAR.pdf	Department Letter of Support

Deleted Attachments: 1 (Most Recent: FILLER BLANK DOCUMENT CV.pdf on 04/04/2025 11:41 AM ET)

PREVENTING RE-USE AND UNAUTHORIZED ACCESS

Explain how you will ensure that data will not be reused or provided to any unauthorized person or entity.

Unauthorized means that the person or entity does not have a need to access the data for purposes of the research project approved by CPHS.

The research data will be stored on the cloud (Dropbox and Harvard Google Drive) and password protected. All stored research data will only be accessible to the research team.

CONFIDENTIALITY OF PUBLISHED DATA

Indicate whether information will be published that could possibly be used to identify an individual subject.

Published quotes could not possibly be used to identify an individual subject. We may use participant quotes from interviews in text for illustrative purposes in presentations and articles, but we will omit or remove potentially identifying information such as detailed location information, name, etc.

We plan to use photographs for illustrative purposes in presentations. If a photo contains an individual, we will obscure their identifying features (e.g. their face) before publishing. Even so, it may still be possible to identify an individual subject without seeing their face.

DATA REQUEST JUSTIFICATION

Provide adequate justifications for the quantity of the data, the years and the variables being requested. Have you requested no more than the minimum necessary data to perform the research?

Yes. We expect that saturation will occur around the number of participants requested.

LIMITATIONS TO DATA ACCESS

Indicate if access to data is limited only to those with a need to know for purposes of implementing or evaluating the research.

Access to data is limited only to those needed to implement and evaluate the research.

PROTECTION AGAINST SMALL CELL SIZES AND ASSOCIATED PROBLEMS

Describe appropriate and sufficient methods to protect the identity of individual subjects when small cells or small numbers and/or data linkage to another data set are involved in the research project.

When describing individuals, we will use broad categorizations, such as white female aged 25-30. We are not linking to other datasets.

LINKAGES

Will the data set be linked with any other data sets?

Please check your response in this section since in other section of the application you referred to linking the data that is labeled with a code with personal identifying information.

05/07/2025 • Sussan Atifeh • *Not* Internal

No

DESTRUCTION OF PID VERIFICATION

Indicate that you will provide CPHS with a letter certifying that PID has been destroyed and/or returned to the data source once research is concluded.

Yes

DATA SECURITY LETTER

You need to clarify the main site(s) of your study in the "Purpose" section of the application. The main site(s) refer to the institution(s) responsible for the primary storage, receipt, and management of study data, as well as ensuring data security and compliance with relevant regulations.
You must obtain a Data Security Letter (DSL), from each site involved in the study (using the format specified on the CPHS website).

04/14/2025 • Sussan Atifeh • *Not* Internal • Resolved

Upload a certification/statement from the Chief Information Officer, Privacy Officer, Security Officer or equivalent position of the researcher's institution that CPHS Data Security Standards are met.

- *Data security letters cannot be signed by the Principal Investigator or Responsible Official.*
- *The data security letter must be on your institution's letterhead.*
- *Example of data security letter*

Correspondence_for_DAT24-0662.pdf	Data Security Letter
HARVARD UNIVERSITY .pdf	Data Security Letter

Physical Safeguards

DATA PROTECTION

Indicate that research records and physical samples will be protected through the use of locked cabinets and locked rooms; PID in paper form will not be left unattended unless locked in a file cabinet, file room, desk, or office.

Yes

DATA DESTRUCTION

Will data/samples will be destroyed or returned as soon as it is no longer needed for the research project.

Yes

RETAINED DATA

Will the retained data/samples have personal identifiers or be de-identified?

data will be de-identified

Explain what identifiers will be removed and how.
The data will be labeled with a code that the research team can link to personal identifying information. This refers to when the research team is using a crosswalk document to link identifiable data to research data and each dataset is kept separately. The "link" is only for connecting study data to identifiable information. The data collected for this study will not be linked with any other data sources.

Direct identifiers and/or the key to the codes will be destroyed upon completion of the research (all data will be stripped of identifying information and/or the key to codes destroyed, identifiable paper documents shredded, identifiable electronic files purged, Identifiable electronic media securely erased).

DESTRUCTION METHODS

Describe how you will ensure the PID in paper form is disposed of through confidential means, such as cross cut shredding or pulverizing.

There will be no PID in paper form.

FAXING

Describe how you will ensure that faxes with PID are not left unattended and fax machines are in secure areas.

There will be no PID through fax machines.

MAILING

Indicate whether mailings of PID are sealed and secured from inappropriate viewing; and whether mailings of 500 or more individually identifiable records of PID in a single package, and all mailings of PID to vendors/contractors/co-researchers, are sent using a tracked mailing method, which includes verification of delivery and receipt, such as UPS, U.S. Express Mail, or Federal Express, or by bonded courier.

There will be no PID sent through the mail.

ELECTRONIC STORAGE

State whether PID in paper or electronic form, e.g., stored on laptop computers and portable electronic storage media (e.g., USB drives and CDs), will ever be left unattended in cars or other unsecured locations.

PID in electronic form will not be left unattended in cars or other unsecured locations.

PHYSICAL STORAGE

Describe whether facilities, which store PID in paper or electronic form, have controlled access procedures, and 24 hour guard or monitored alarm service.

PID in electronic form is stored on the cloud with Harvard's Data Security Level 3. For more information, see: https://policy.security.harvard.edu/level-3

SERVER SECURITY

Provide a description of whether all servers containing unencrypted PID are housed in a secure room with controlled access procedures.

PID in electronic form is stored on the cloud with Harvard's Data Security Level 3. For more information, see: https://policy.security.harvard.edu/level-3

STORING IDENTIFIERS

Indicate whether identifiers will be stored separately from analysis data.

Yes, identifiers will be stored separately from analysis data.

DISK STORAGE

State whether all disks with PID will be destroyed.

Direct identifiers and/or the key to the codes will be destroyed upon completion of the research (all data will be stripped of identifying information and/or the key to codes destroyed, identifiable paper documents shredded, identifiable electronic files purged, Identifiable electronic media securely erased).

Electronic Safeguard

COMPUTER ACCESS OVERVIEW

State whether all computer access will be protected through the use of encryption, passwords, and other protections.

All computer access to research files is protected through passwords and encryption.

FIPS 140-2 COMPLIANCE: WORKSTATIONS

Indicate whether all workstations that contain PID have full disc encryption that uses FIPS 140-2 compliant software. If not, explain why not and what encryption will be used.

All workstations that contain PID use FIPS 140-2 compliant software.

FIPS 140-2 COMPLIANCE: LAPTOPS

Indicate if all laptops that contain PID have full disc encryption that uses FIPS 140-2 compliant software. If not, explain why not and what encryption will be used.

All laptops that contain PID use FIPS 140-2 compliant software.

FIPS 140-2 COMPLIANCE: REMOVABLE MEDIA DEVICES

Indicate if PID on removable media devices (e.g. USB thumb drives, CD/DVD, smartphones, backup recordings) are encrypted with software that is FIPS 140-2 compliant.

PID on removable media devices (e.g. smartphones) are encrypted.

SECURITY PATCHES

Indicate if all workstations, laptops and other systems that process and/or store PID have security patches applied in a reasonable time frame.

All workstations, laptops and other systems that process and/or store PID have security patches applied in a reasonable time frame by performing regular system updates.

PASSWORD CONTROLS

Indicate if sufficiently strong password controls are in place to protect PID stored on workstations, laptops, servers, and removable media.

Sufficiently strong password controls are in place to protect PID stored on workstations, laptops, servers, and removable media. These typically include: device password, an account password to access the data location, and sometimes two-factor authentication.

ELECTRONIC SECURITY CONTROLS

Indicate if sufficient system security controls are in place for automatic screen timeout, automated audit trails, intrusion detection, anti-virus, and periodic system security/log reviews.

Yes, devices have automatic screen timeout, anti-virus software, and periodic updates.

FIPS 140-2 COMPLIANCE: ELECTRONIC TRANSMISSION

Explain whether all transmissions of electronic PID outside the secure internal network (e.g., emails, website access, and file transfer) are encrypted using software which is compliant with FIPS 140-2.

Yes, all emails are encrypted using software which is compliant with FIPS 140-2.

INTERNET ACCESSIBILITY

Note if PID in an electronic form will be accessible to the internet.

Although PID will be stored on the cloud, it will be password protected and available only to individuals on the research team.

DISPOSING OF PID

When disposing of electronic PID, indicate whether sufficiently secure wiping, degaussing, or physical destruction will be used.

Direct identifiers and/or the key to the codes will be destroyed upon completion of the research (all data will be stripped of identifying information and/or the key to codes destroyed, identifiable electronic files purged, Identifiable electronic media securely erased).

For any photos containing individuals, we will use digital tools to sufficiently obscure faces. We will destroy any original photos containing faces as soon as possible.

Conflict of Interest Information

CONFLICT OF INTEREST (COI) INSTRUCTIONS

A COI is defined as any financial or other relationships of the researcher(s) or the institution that could be perceived as affecting the objective conduct of the research, including the interpretation and publication of the findings. Researchers must disclose any COI, including perceived COI.

Financial relationships to be disclosed include but are not limited to the following:

- **Present or anticipated ownership of stock, stock options, or other financial obligations of the source of funding.**
- **Receipt or expectation of payment of any sort in connection with papers, symposia, consulting, editing, etc. from the source of funding.**
- **The sale or licensing or anticipated sale or licensing of medical or other products or intellectual property, such as patents, copyrights, or trade secrets to the source of funding or other entities.**
- **Any past, present or anticipated receipt of money or other valuable consideration from the source of research funding by the researcher(s), the family of the researcher(s), the research institution, or by an institution in which the researcher(s) or the family of the researcher(s) has an interest as owner, creditor, or officer.**

DISCLOSURES

Does any member of the study team, members' spouses, or members' dependent children have any significant financial interests related to the work to be conducted as part of the above-referenced project?

No

Informed Consent Procedures

INFORMED CONSENT PROCEDURES

Provide a description of procedures to be used in obtaining and documenting informed consent from participants.

See instructions and examples on CPHS website.

Following the oral consent scripts, we will ask individuals for oral consent just prior to being interviewed. We will also ask for oral consent to be audio recorded (<5 min). If an individual consents to be interviewed, but not to be audio recorded, they can still participate in the study. In this case, we will take notes in lieu of having the audio recording and transcript. If individuals choose an in-person interview, we will ask for consent in-person. In this case, we will conduct the consent process and interview in a location that the individual is comfortable with. If individuals choose a remote interview, then we will ask for consent remotely, over a secure zoom call. We will record whether the participant consents to interviewing and, separately, whether or not they consent to audio recording.

CONSENT FORMS

Attach copies of consent forms and any other documents or oral scripts used to inform potential research subjects about the study. See examples of consent and assent forms on the CPHS website.

Be sure to include a concise explanation of key information for participants at the beginning of your consent form, as shown in the examples on the website. Also attach the Participant's Bill of Rights (download the revised version from the same CPHS website). CPHS may approve the use of a consent procedure which does not include, or which alters, some or all of the elements of informed consent. If a waiver or alteration of informed consent is being requested, attach a document that explains how all of the criteria below will be satisfied.

CPHSBillofRightsNonMed.pdf	Consent Form
HRP-502c - TEMPLATE - HUA Exempt Human Research Consent Script_participant_commentsCB_KP3.docx	Consent Form
HRP-502c - TEMPLATE - HUA Exempt Human Research Consent Script_service leader_commentsCB_KP5.docx	Consent Form

HIPAA Determination

HIPAA INSTRUCTIONS

To determine if this project is covered by HIPAA, answer the following questions.

COVERED ENTITY

Will health information be obtained from a covered entity, known as a clearinghouse, such as Blue Cross, that processes or facilitates processing health data from another entity, including but not limited to state databases?

No

HEALTHCARE PROVISIONS

Will the study involve the provision of healthcare by a covered entity, such as the UCD Medical Center?

No

OTHER HIPAA CRITERIA

Will the study involve other HIPAA criteria not listed above?

No

Cover Letter and PI Signature for PI Submission

BUDGET

Does this project have a budget?

Yes

Attach a copy of your project budget here

DSNAP budget 2025-03-06.pdf Project Budget

COVER LETTER

Attach a copy of your project cover letter.

Cover letter must have the requesting institution's letterhead.

DSNAP_Cover_Letter.pdf Cover Letter

To sign this form, enter your IRBManager password. By signing this form, you are indicating that the information within this application is accurate and reflects the proposed research and that you attest to the conflict of interest disclosures for all study team members.

Signed Monday, May 12, 2025 4:11:05 PM ET by Kelsey Pukelis, PhD

In order to submit this form, click "Next" and "Submit." At that time, the application will be routed to the Responsible Official (if this is the first submission) for review and signature.

Responsible Official Signature
- Submitted 04/08/2025 9:01 AM ET by Mark Shepard, PhD

Responsible Official Signature

After reviewing this application, is it ready for submission to the CPHS IRB?

Yes, ready for submission to IRB.

Enter your password to sign this protocol. By signing this protocol, you are attesting that the information within is accurate and reflects the details of the proposed research project.

Signed Tuesday, April 8, 2025 9:01:31 AM ET by Mark Shepard, PhD

After choosing whether or not the submission is ready for CPHS IRB review, please click "next" and "submit" (on the next screen) to move the form forward to the CPHS IRB or back to the Researcher.

Notify IRB for Pre-Screening
- Submitted 05/12/2025 6:24 PM ET by Sussan Atifeh

Internal IRB Screening

CPHS Office: The questions on this page will appear every time the project is resubmitted to the CPHS IRB (even after review). Once the project has been reviewed by a committee member, unless researcher has changed questions on the form that impact the level of review, you do not need to update the questions here. If the changes made are not clear and require additional clarification change the 'ready for review' to 'no' and require changes. When you change the answer back to yes, it will remember your previous answers.

Is this study ready to be reviewed by the CPHS panel?

Yes

Choose the IRB committee to review this study (this defaults to CPHS)

CPHS

Level of Review Determination (once the level of review is assigned for this project, do not change this answer unless the reviewer/committee has decided that the study requires a different level of review)

Full Board Minimal Risk

Please provide a rationale for your level of review preliminary determination
PI, Kelsey Pukelis (who is a PhD Candidate in Public Policy at Harvard Kennedy School) have submitted this application to request approval for a project involved with human subjects' contacts. This study looks at how Disaster Supplemental Nutrition Assistance Program (D-SNAP) helps households and how it affects future enrollment in the regular SNAP program. Researchers collect information through observations and interviews with program participants and government officials. The project contributes to disaster aid research by studying different types of disasters and their impact on food assistance for households.

• The study will interview 20 Disaster SNAP participants and 10 administrators from agencies like FEMA, USDA FNS, and CDSS. Field observations may include hundreds of individuals per site visit.

Choose the CPHS Chair
Catherine Hess, PhD

Select the vice chair of the committee
Larry Dickey, MD, MPH, MSW

Assign to Cycle

June

Assign to cycle year
2025

Load into IRBManager (Initial Submission)
- Submitted 05/12/2025 6:25 PM ET by The System

Chair Review and Full Board Set-Up
- Submitted 05/15/2025 7:10 PM ET by Sussan Atifeh

Full Board Set Up

Project number

2025-068

The office will complete the questions on this page and submit the form after the teleconference with the chairs regarding this project is completed.

Confirmation of level of review

Full Board Minimal Risk

Provide the rationale for the level of review determination
PI, Kelsey Pukelis (who is a PhD Candidate in Public Policy at Harvard Kennedy School) have submitted this application to request approval for a project involved with human subjects' contacts. This study looks at how Disaster Supplemental Nutrition Assistance Program (D-SNAP) helps households and how it affects future enrollment in the regular SNAP program. Researchers collect information through observations and interviews with program participants and government officials. The project contributes to disaster aid research by studying different types of disasters and their impact on food assistance for households.

• The study will interview 20 Disaster SNAP participants and 10 administrators from agencies like FEMA, USDA FNS, and CDSS. Field observations may include hundreds of individuals per site visit.

Assign SME to study

Allen Azizian, PhD

Enter the meeting date for this project

06/06/2025

SME Review

SME review

After reviewing the application, complete the question(s) below. If you wish to make comments on the application for the researcher, use the 'add note' feature on each question (be certain to unmark the internal only box and do not mark changes required). To navigate the application, you can either use the 'previous' button at the bottom of the page or from the drop down at the top of this page choose 'view previous stages'. Once you have completed the questions that appear on this page (different questions will appear depending on your answer to the first question), you will need to click 'next' (from either the top of the bottom of the screen) and then click 'submit'.

If you are requiring revisions before the full committee review, the form will be returned to the researcher for revisions and returned to you upon re-submission.

Does the researcher need to provide additional information/revisions before the committee meeting? If there is insufficient time for the researcher to make changes prior to the committee meeting, choose 'no' in order to route the form correctly.

No answer provided.

In order to either return this application to the researcher or to move forward for the full meeting review, click 'next' and 'submit' on the next screen.