CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH
INSTITUTIONAL REVIEW BOARD
HEALTH CENTER #5
1900 N 20th Street
Philadelphia, PA 19121
(215) 685-0869
www.phila.gov/health/irb

Frank Franklin, PhD, JD, MPH
Interim Health Commissioner and
Chairperson

Jessica M. Robbins, PhD
Administrator

July 17, 2024

Katy Kaplan, MSEd, PhD
University of Delaware
111 Academy Street
Newark, DE

Re: 2024-25 Mothers' Support and Health in Pregnancy and Parenting (MotherSHIPP)

Dear Dr. Kaplan:

The City of Philadelphia Department of Public Health Institutional Review Board [OHRP IRB#49, operating under FWA#3616] approved the above subject research proposal through full committee review. Conditional approval was granted on April 2, 2024, and full approval was granted on July 16, 2024. A copy of the assurance/certification form for this project is attached. Since the implementation of the electronic submission system, we no longer stamp consent/assent forms.

Any intentional or serious protocol violations or serious adverse events must be reported to this office within two working days of discovery. Non-serious adverse events and unintentional protocol deviations should be reported upon your receipt of a DSMB summary report or with your continuing review update report. Changes in study personnel, contact information, procedures or consent procedures or forms must be reviewed and approved prior to implementation, except where necessary to eliminate apparent immediate hazards to the human subjects. An update report for continuing review must be submitted and receive continuing IRB approval by July 15, 2025, and at the closure of this project.

IRB approval of the study does not obligate any City agency or department to participate in the study, or to carry out any specific activities. Participation in all research activities is at the discretion of unit managers.

Approval by the IRB does not, in and of itself, constitute approval for the implementation of this research. Other City approvals may be required before study activities are initiated. Research undertaken in conjunction with individuals or entities external to the City will typically require a data license agreement or other contractual arrangement. If any of these

approvals require changes to the IRB-approved protocol, recruitment materials, or informed consent/assent document(s), the changes must be submitted to and approved by the IRB prior to beginning the research study. Principal investigators are responsible for assuring receipt of all required approvals.

If you have any questions, please contact us at (215) 685-0869 or IRB_submissions@phila.gov.

Sincerely,

Jessica M. Robbins

Digitally signed by Jessica M. Robbins
Date: 2024.07.17 09:21:35 -04'00'

Jessica M. Robbins, PhD
Administrator

CC: Study #2024-25
F. Franklin, PhD, JD, MPH (Chairperson)
S. Lim, PhD (DBHIDS)
T. Pritchett, EdD (DBHIDS)