1. PURPOSE
	1. This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
	2. The process begins when the IRB chair instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews.
	3. The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.
2. REVISIONS FROM PREVIOUS VERSION

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| **Version** | **Date** | **Revisions** |
| R00 | 3/25/14 | Original issue |
| R00 | 9/11/17 | Change to Click template |
| R00 | 11/27/19 | Annual review, no changes |
| R00 | 12/16/2020 | Annual review, updated logo |
| R00 | 1/12/2022 | Annual Review, No changes |
| R00 | 11/13/23 | Annual Review, no changes |

1. POLICY
	1. IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”
2. RESPONSIBILITIES
	1. IRB staff members carry out these procedures.
3. PROCEDURE
	1. Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
	2. Review list of IRB members designated to conduct Non-Committee Reviews in the “Assign Designated Reviewer” activity.
	3. Verify that the IRB member is an Experienced IRB Member.
	4. Update the “DATABASE: IRB Roster (HRP-601)” to indicate that the IRB member is a Designated Reviewer.
	5. Use the “Update Eligible Designated Reviewers” activity to indicate that the IRB member is a Designated Reviewer.
4. MATERIALS
	1. DATABASE: IRB Roster (HRP-601)
5. REFERENCES
	1. 21 CFR §56.110(b).
	2. 45 CFR §46.110(b).