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

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
   5.2 Review list of IRB members designated to conduct Non-Committee Reviews in the “Assign Designated Reviewer” activity.
   5.3 Verify that the IRB member is an Experienced IRB Member.
   5.4 Update the “DATABASE: IRB Roster (HRP-601)” to indicate that the IRB member is a Designated Reviewer.
   5.5 Use the “Update Eligible Designated Reviewers” activity to indicate that the IRB member is a Designated Reviewer.

6 MATERIALS
   6.1 DATABASE: IRB Roster (HRP-601)

7 REFERENCES
   7.1 21 CFR §56.110(b).
   7.2 45 CFR §46.110(b).