1. PURPOSE
   1.1 This procedure establishes the process to prepare for Non-Committee Review.
   1.2 The process begins when an IRB staff member receives a submission.
   1.3 The process ends when the IRB staff member moves the submission to the queue in the electronic system that is designated for Non-Committee Review.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 Updated to reflect process with electronic submissions.

3 POLICY
   3.1 IRB Rosters are maintained use DATABASE: IRB Roster (HRP-601).
   3.2 Submissions identified for Non-Committee Review are moved to a queue in the electronic system that is solely for Non-Committee Review.
   3.3 Individuals listed as Designated Reviewers on DATABASE: IRB Roster (HRP-601) select submissions from the queue in the electronic system that is designated for Non-Committee Review.

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 Screen incoming submission to ensure all required documentation has been submitted using WORKSHEET: Review Materials (HRP-301), or equivalent.
   5.2 Refer to WORKSHEET: Eligibility for Review Using the Expedited Procedure (HRP 313) to determine whether the submission can be referred for Non-Committee Review.
   5.3 Move submissions that involve only minimal risk and appear to fit the requirements for Non-Committee Review to the queue designated in the electronic system for Non-Committee Review.
   5.4 Designated reviewers pull submission he queue designated in the electronic system for Non-Committee Review.

6 MATERIALS
   6.1 CHECKLIST: Non-Committee Review (HRP 402)
   6.2 DATABASE: IRB Roster (HRP-601)
   6.3 WORKSHEET: Review Materials (HRP 301)
   6.4 WORKSHEET: Eligibility for Review Using the Expedited Procedure (HRP 313)

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