1 PURPOSE
1.1 This procedure establishes the process to prepare for a Non-Committee Review.
1.2 The process begins when an IRB staff member identifies an application as being possibly eligible for Non-Committee Review.
1.3 The process ends when the IRB staff member notifies the Designated Reviewer.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 IRB rosters are maintained using “DATABASE: IRB Roster (HRP-601).”
3.2 For individuals who access materials through an electronic system or are provided all submitted materials, those individuals are expected to review the materials listed in the “WORKSHEET: Review Materials (HRP-301),” or equivalent, according to their role: “Documents Provided to All IRB Members and Alternate IRB Members,” “Additional Items Provided to Primary Reviewer,” and “Additional Items Provided to Scientific/Scholarly Reviewer.”

4 RESPONSIBILITIES
4.1 IRB staff members carry out these procedures.

5 PROCEDURE
5.1 Refer to “DATABASE: IRB Roster (HRP-601),” or equivalent, and select a Designated Reviewer.
5.1.1 If a Designated Reviewer is not available, schedule the protocol to be reviewed by the convened IRB.
5.2 For individuals who are provided hard copy materials to review, prepare and deliver the review materials using the “WORKSHEET: Review Materials (HRP-301),” or equivalent, and include all materials listed in the primary reviewer column along with:
5.2.1 CHECKLIST: Non-Committee Review (HRP-402) or equivalent.
5.2.2 Any relevant minutes or correspondence.
5.3 Notify the Designated Reviewer.

6 MATERIALS
6.1 CHECKLIST: Non-Committee Review (HRP-402)
6.2 DATABASE: IRB Roster (HRP-601)
6.3 WORKSHEET: Review Materials (HRP-301)

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