1 PURPOSE
1.1 This procedure establishes the process for an IRB chair to designate a faculty member who can determine exempt Human Research and non human subject research conducted within their department, division or school.
1.2 The process begins when the IRB decides to train a faculty member to determine exempt Human Research and non human subject research conducted by investigators or students in their department, division or school.
1.3 The process ends when the faculty member has been noted in the IRB records as a Designated Faculty.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 None

4 RESPONSIBILITIES
4.1 IRB staff members carry out these procedures.

5 PROCEDURE
5.1 Train the faculty member to determine exempt Human Research and non human subject research conducted by investigators or students in their department, division or school.
5.1.1 SOP: Designated Faculty Review Conduct (HRP-034)
5.1.2 WORKSHEET: Pre-Review (HRP-308)
5.1.3 WORKSHEET: Human Research Determination (HRP-310)
5.1.4 WORKSHEET: Exemption Determination (HRP-312)
5.1.5 CHECKLIST: Pre Review (HRP-401) or equivalent.
5.1.6 CHECKLIST: Non-Committee Review (HRP-402) or equivalent.
5.1.7 TEMPLATE LETTER: Approval of Protocol (HRP-510) or equivalent.
5.1.8 TEMPLATE LETTER: Not Human Research Determination (HRP-513) or equivalent.

6 MATERIALS
6.1 DATABASE: Exempt Projects Determined by Designated Faculty (HRP-611)

7 REFERENCES
7.1 None