

**SOP: Designated Reviewers**

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-030	6/30/2017	L. Smith	C. Kiel	1 of 1

**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 Verify that the IRB member is an Experienced IRB Member.
- 5.3 Update the “DATABASE: IRB Roster (HRP-601)” 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).