

SOP: Designated Reviewers

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HRP-030	12/6/18	T. Bechert	G. Ostrander	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 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).