1. PURPOSE
   1. This procedure establishes the process to prepare for a Non-Committee Review.
   2. The process begins when an IRB staff member identifies an application as being possibly eligible for Non-Committee Review.
   3. The process ends when the IRB staff member provides the materials to the Designated Reviewer.
2. REVISIONS FROM PREVIOUS VERSION
   1. None
3. POLICY
   1. IRB rosters are maintained using “Committee” database in IRB Manager.
   2. For individuals who access materials through an electronic system or are provided all submitted materials, those individuals are expected to review all submitted materials and complete the “Expedited Reviewer Checklist” in IRB Manager.
4. RESPONSIBILITIES
   1. IRB staff members carry out these procedures.
5. PROCEDURE
   1. Refer to “Committee” database in IRB Manager and select a Designated Reviewer.
      1. If no Designated Reviewers are available, schedule the protocol to be reviewed by the convened IRB.
   2. Add to the review materials:
      1. IRB Office Checklist
      2. Any relevant minutes or correspondence.
   3. Complete steps in IRB Manager to route review materials to Designated Reviewer.
6. MATERIALS
   1. None
7. REFERENCES
   1. 21 CFR §56.110(b)
   2. 45 CFR §46.110(b)