1. PURPOSE

1.1. This procedure establishes the process to assign a <Designated Reviewer> for non-committee review.

1.2. This procedure begins when an IRB submission has been identified for <Non-Committee Review>.

1.3. This procedure ends when an HRPP staff member has notified the assigned <Designated Reviewer>.

2. POLICY

2.1. None

3. RESPONSIBILITY

3.1. HRPP staff members carry out these procedures.

4. PROCEDURE

4.1. Assign a <Designated Reviewer> with appropriate expertise from the list of <Designated Reviewers>.

4.2. Ensure that the <Designated Reviewer> is provided or has access to the materials in “POLICY: IRB Member Review Expectations (HRP-020).”

4.3. Notify the <Designated Reviewer>.

5. REFERENCES

5.1. None