

## SOP: Designated Reviewers

### 1 PURPOSE

- 1.1 This procedure establishes the process to designate IRB members and IRB Staff colleagues who can conduct Non-Committee Reviews.
- 1.2 The process begins when the IRB chair designates an Experienced IRB Member (including IRB Staff Reviewers) 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.
- 1.4 For IRB Staff delegations of authority, refer to the IRB Staff Delegation Log.

### 2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

### 3 POLICY

- 3.1 IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.

### 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 HRP-601 - DATABASE - IRB Roster 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 HRP-601 - DATABASE - IRB Roster

### 7 REFERENCES

- 7.1 21 CFR §56.110(b).
- 7.2 45 CFR §46.110(b).
- 7.3 IRB Staff Delegation Log (available on WIKI folder)