1. PURPOSE
1.1. This procedure establishes the process for a member of the HSPP staff or IRB Chair to designate one or more IRB member(s) who can conduct Non-Committee Reviews. The process begins when a member of the HSPP staff or IRB Chair instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews. The process ends when the IRB member(s) has/have been noted in the IRB roster to conduct Non-Committee Reviews.

2. REVISIONS FROM PREVIOUS VERSION
2.1. None.

3. POLICY
3.1. HSPP maintains official IRB rosters for the OHRP/FDA Registration. IRB rosters are also maintained in eIRB in the HRP-601 eIRB Committee Member Profile

4. RESPONSIBILITIES
4.1. IRB staff members carry out these procedures.

5. PROCEDURE
5.1. Confirm with the HSPP Executive Director which Experienced IRB member(s) may be designated to conduct Non-Committee Reviews.
5.2. Update the “eIRB Committee Member Profile: IRB Roster (HRP-601) to indicate that the IRB member is a Designated Reviewer.
5.3. Use the “Update Designated Reviewers” activity to indicate that the IRB member is a Designated Reviewer.
5.4. An IRB member(s) is notified of his/her/their designation as a Non-Committee Reviewer for a specific submission via email by the eIRB system.
5.5.

6. MATERIALS
6.1. HRP-601 eIRB Committee Member Profile: IRB Roster

7. REFERENCES
7.1. 21 CFR §56.110(b)
7.2. 45 CFR §46.110(b)