HRP-030 | 03/01/2024 | Author: T. Bechert | Approver: S. Brooks

**SOP: Designated Reviewers**

1. **PURPOSE**
   1. This procedure establishes the process for an IO or Deputy IO to designate IRB members who can conduct Non-Committee Reviews (e.g,, expedited reviews).
   2. The process begins when the IO or Deputy IO instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews.
   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**
   1. None
3. **POLICY**
   1. IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.
4. **RESPONSIBILITIES**
   1. IRB staff members carry out these procedures.
5. **PROCEDURE**
   1. Obtain from the IO or Deputy IO the name of the IRB member designated to conduct Non-Committee Reviews.
   2. Verify that the IRB member is an Experienced IRB Member.
   3. Update HRP-601 - DATABASE - IRB Roster to indicate that the IRB member is a Designated Reviewer.
6. **MATERIALS**
   1. HRP-601 - DATABASE - IRB Roster
7. **REFERENCES**
   1. 21 CFR §56.110(b).
   2. 45 CFR §46.110(b).
   3. AAHRPP elements I.1.A, I-9, II.2.A, II.2.B, II.2.D, II.2.F-II.2.F.3