1. PURPOSE
	1. This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
	2. The process begins when the IRB chair 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 the “DATABASE: IRB Roster (HRP-601).”
4. RESPONSIBILITIES
	1. IRB staff members carry out these procedures.
5. PROCEDURE
	1. Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
	2. Verify that the IRB member is an Experienced IRB Member.
6. MATERIALS
	1. DATABASE: IRB Roster (HRP-601)
7. REFERENCES
	1. 21 CFR §56.110(b).
	2. 45 CFR §46.110(b).