1. PURPOSE
   1. This procedure establishes the process to prepare for a Non-Committee Review.
   2. The process begins when an IRB staff member identifies an application as being possibly eligible for Non-Committee Review.
   3. The process ends when the IRB staff member provides the materials to the Designated Reviewer.
2. REVISIONS FROM PREVIOUS VERSION
   1. None
3. POLICY
   1. IRB rosters are maintained using “DATABASE: IRB Roster (HRP-601).”
   2. For individuals who access materials through an electronic system or are provided all submitted materials, those individuals are expected to review the materials listed in the “WORKSHEET: Review Materials (HRP-301)” according to their role: “Documents Provided to All IRB Members and Alternate IRB Members,” “Additional Items Provided to Primary Reviewer,” and “Additional Items Provided to Scientific/Scholarly Reviewer.”
4. RESPONSIBILITIES
   1. IRB staff members carry out these procedures.
5. PROCEDURE
   1. Add to the review materials:
      1. CHECKLIST: Non-Committee Review (HRP-402).
      2. Any relevant minutes or correspondence.
   2. Complete “TEMPLATE LETTER: Designated Reviewer Materials (HRP-540)” and send to the Designated Reviewer within three business days of receipt of a complete submission.
6. MATERIALS
   1. CHECKLIST: Non-Committee Review (HRP-402)
   2. DATABASE: IRB Roster (HRP-601)
   3. WORKSHEET: Review Materials (HRP-301)
   4. TEMPLATE LETTER: Designated Reviewer Materials (HRP-540)
   5. WORKSHEET: Review Materials (HRP-301)
7. REFERENCES
   1. 21 CFR §56.110(b)
   2. 45 CFR §46.110(b)