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 “Committee” database in IRB Manager.
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. None
7. REFERENCES
	1. 21 CFR §56.110(b).
	2. 45 CFR §46.110(b).