1 PURPOSE
   1.1 This procedure establishes the process for a Designated Reviewer to conduct a Non-Committee Review.
   1.2 The process begins when the Designated Reviewer has the provided materials.
   1.3 The process ends when the Designated Reviewer completes the review and returns the completed materials to an IRB staff member.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 The Designated Reviewer may not disapprove research.

4 RESPONSIBILITIES
   4.1 The Designated Reviewer carries out these procedures.

5 PROCEDURE
   5.1 Review all materials.
   5.2 Determine the required level of review. (Not Human Research, exempt Human Research, Human Research approved using the expedited procedure, or Human Research that requires review by a convened IRB.
   5.3 If consultation is needed follow “SOP: Consultation to the IRB.”
   5.4 Complete the “CHECKLIST: Non-Committee Review.”
   5.5 Return all materials and completed checklists to the IRB staff within 5 business days of receipt of materials.

6 MATERIALS
   6.1 CHECKLIST: Non-Committee Review
   6.2 SOP: Consultation to the IRB

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