

## SOP: NON-COMMITTEE REVIEW PREPARATION

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### 1. PURPOSE

- 1.1. This procedure establishes the process to assign a <Designated Reviewer> for non-committee review.
- 1.2. This procedure begins when an IRB submission has been identified for <Non-Committee Review>.
- 1.3. This procedure ends when an HRPP staff member has notified the assigned <Designated Reviewer>.

### 2. POLICY

- 2.1. None

### 3. RESPONSIBILITY

- 3.1. HRPP staff members carry out these procedures.

### 4. PROCEDURE

- 4.1. Assign a <Designated Reviewer> with appropriate expertise from the list of <Designated Reviewers>.
- 4.2. Ensure that the <Designated Reviewer> is provided or has access to the materials in “POLICY: IRB Member Review Expectations (CM-004).”
- 4.3. Notify the <Designated Reviewer>.

### 5. REFERENCES

- 5.1. None