



SOP: Designated Reviewers

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1 PURPOSE

- 1.1 This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
- 1.2 The process begins when a new IRB Member is appointed to an IRB Panel.
- 1.3 The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.

2 PREVIOUS VERSION

- 2.1 Revised from version dated 08/01/2015

3 POLICY

- 3.1 IRB rosters are maintained using the "DATABASE: IRB Roster (HRP-601)."
- 3.2 The IRB Chair is notified when a new IRB Member is appointed to a Panel and listed on the IRB Roster. All IRB Members listed on the IRB Roster are considered IRB Chair appointed Designated Reviewers.

4 RESPONSIBILITIES

- 4.1 The IRB Chair and IRB Office staff members carry out these procedures.
- 4.2 The IRB Office staff is responsible for determining specific expertise needed and assigning submissions to Experienced IRB Members who can conduct Non-Committee Reviews.

5 PROCEDURE

- 5.1 Verify that the IRB member is an Experienced IRB Member.
- 5.2 Update the "DATABASE: IRB Roster (HRP-601)" to indicate that the IRB member is a Designated Reviewer.
- 5.3 Review list of IRB members designated to conduct Non-Committee Reviews in the "Assign Designated Reviewer" activity.
- 5.4 Use the "Update Eligible Designated Reviewers" activity to indicate that the IRB member is a Designated Reviewer.

6 MATERIALS

- 6.1 DATABASE: IRB Roster (HRP-601)

7 REFERENCES

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