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 the IRB Manager appoints a new IRB Member to an IRB Panel.
   1.3 The process ends when IRB Office staff record the IRB Member in the IRB roster as approved to conduct Non-Committee Reviews.

2 PREVIOUS VERSION
   2.1 Revised from previous version dated 11/22/2018

3 POLICY
   3.1 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”
   3.2 The IRB Office staff notify the IRB Chair when the IRB Manager appoints a new IRB Member to a Panel and lists the Member on the IRB Roster. All IRB Members listed on the IRB Roster are considered IRB Chair appointed Designated Reviewers.
   3.3 IRB Members/alternates are appointed for a three-year term. Members/alternates are eligible for re-appointment at the end of their term.

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 Have the individual complete the “FORM: IRB Member Information (HRP-202)” and obtain a copy of the individual’s resume or curriculum vita.
   5.2 IRB Office staff conduct the process for appointing or re-appointing the IRB Member in accordance with SOP “IRB Member Addition (Appointment and Re-Appointment)” HRP-082.
   5.3 Verify that the IRB Member is an Experienced IRB Member.
   5.4 Update the “DATABASE: IRB Roster (HRP-601)” to indicate that the IRB Member is a Designated Reviewer.
   5.5 Review list of IRB Members designated to conduct Non-Committee Reviews in the “Assign Designated Reviewer” activity in eIRB+.
   5.6 Use the “Update Eligible Designated Reviewers” activity to indicate that the IRB Member is a Designated Reviewer.

6 MATERIALS
   6.1 SOP: IRB Member Addition (Appointment and Reappointment) (HRP-082)
   6.2 FORM: IRB Member Information (HRP-202)
   6.3 TEMPLATE LETTER: IRB Member Appointment (HRP-560)
   6.4 DATABASE: IRB Roster (HRP-601)

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