1. PURPOSE
	1. This procedure establishes the process to assign a Designated Reviewer for non-committee review.
	2. This procedure begins when an IRB submission has been identified for Non-Committee Review.
	3. This procedure ends when an HRPP staff member has notified the assigned Designated Reviewer.
2. POLICY
	1. None
3. RESPONSIBILITY
	1. HRPP staff members carry out these procedures.
4. PROCEDURE
	1. Assign a Designated Reviewer with appropriate expertise from the list of Designated Reviewers.
	2. Ensure that the Designated Reviewer is provided or has access to the materials in “POLICY: IRB Member Review Expectations (HRP-020).”
	3. Notify the Designated Reviewer.
5. REFERENCES
	1. None