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