

Standard Operating Procedure (SOP)

SOP #: 401.101	HRP-101 Regulatory Review
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/18/2019

Scope	This standard operating procedure (SOP) applies to the <Research Personnel> and Institutional Review Board (IRB) staff members, chair and committee members at AdventHealth Orlando.
Purpose	This procedure establishes the process to assign a <Designated Reviewer> for non-committee review. This procedure begins when an IRB submission has been identified for <Non-Committee Review> and ends when an HRPP staff member has notified the assigned <Designated Reviewer>.
Qualified Personnel	<Regulatory Reviewers>; IRB Staff Members
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	Assign a <Designated Reviewer> with appropriate expertise from the list of <Designated Reviewers>. Ensure that the <Designated Reviewer> is provided or has access to the materials in “POLICY: IRB Member Review Expectations (HRP-020).”
Definition(s)	Notify the <Designated Reviewer>. IRB: Institutional Review Board
Reference(s)	Not applicable.
Related Documents	Not applicable.
Keywords	IRB, institutional review board, IRB member