

# Standard Operating Procedure (SOP)

SOP #: 401.103	HRP-103 Non-Committee Review Preparation
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/18/2019

<b>6/11/2018 Scope</b>	This standard operating procedure (SOP) applies to the <Research Personnel> and Institutional Review Board (IRB) staff members, chair and committee members at AdventHealth Orlando.
<b>Purpose</b>	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>.
<b>Qualified Personnel</b>	<Regulatory Reviewers>; IRB Staff Members
<b>Training</b>	Not applicable.
<b>Supplies &amp; Equipment</b>	Not applicable.
<b>Procedure</b>	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).”
<b>Definition(s)</b>	Notify the <Designated Reviewer>. <b>IRB:</b> Institutional Review Board
<b>Reference(s)</b>	Not applicable.
<b>Related Documents</b>	Not applicable.
<b>Keywords</b>	IRB, institutional review board, IRB member