1 PURPOSE

1.1 This procedure establishes the process to describe the process for the IRB chair to designate IRB members who can conduct Administrative Reviews.

1.2 The process begins when the IRB chair instructs IRB staff an experienced IRB member is designated to conduct Administrative Reviews.

1.3 The process ends when the IRB member has been noted in the IRB roster to conduct Administrative Reviews.

2 REVISIONS FROM PREVIOUS VERSION

2.1 Minor revisions for AAHRPP accreditation; replaces version dated 09/23/2009.

3 POLICY

3.1 None.

4 RESPONSIBILITIES

4.1 IRB staff members carry out these procedures.

5 PROCEDURE

5.1 Obtain the name of an IRB member designated to conduct Administrative Reviews.

5.2 Ensure that the IRB member has one year of experience. The experience can be on an IRB of another organization. If not, inform the IRB chair that the member cannot be designated as a reviewer.

5.3 Modify the “IRB Roster” to indicate that the IRB member has been designated to conduct reviews using the expedited procedure.

6 MATERIALS

6.1 IRB Roster.

7 REFERENCES

7.1 21 CFR §56.110(b).

7.2 45 CFR §46.110(b).