1. PURPOSE
   1.1. This procedure establishes the process to assign a <Designated Reviewer> for non-committee review.
   1.2. This procedure begins when an IRB submission has been identified for <Non-Committee Review>.
   1.3. This procedure ends when an HRPP staff member has notified the assigned <Designated Reviewer>.

2. POLICY
   2.1. None

3. RESPONSIBILITY
   3.1. HRPP staff members carry out these procedures.

4. PROCEDURE
   4.1. Assign a <Designated Reviewer> with appropriate expertise from the list of <Designated Reviewers>.
   4.2. Ensure that the <Designated Reviewer> is provided or has access to the materials in "POLICY: IRB Member Review Expectations (HRP-020)."
   4.3. Notify the <Designated Reviewer>.

5. REFERENCES
   5.1. None