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**1 PURPOSE**

- 1.1 This procedure establishes the process to prepare for non-committee review.
- 1.2 The process begins when an Office of IRB Administration (OIA) staff member receives a submission.
- 1.3 The process ends when the OIA staff member assigns the submission to a designated reviewer in the electronic submission system to complete non-committee review.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None.

**3 REQUIREMENTS**

- 3.1 IRB rosters are maintained using *OIA-601 DATABASE: IRB Roster*, or equivalent.
- 3.2 Submissions identified for non-committee review are assigned to designated reviewers in the electronic submission system for non-committee review.
- 3.3 Individuals listed as designated reviewers on the IRB roster select submissions from their work queue in the electronic submission system.

**4 RESPONSIBILITIES**

- 4.1 OIA staff members carry out these procedures.

**5 PROCEDURE**

- 5.1 Screen incoming submission to ensure all required documentation has been submitted using *OIA-301 WORKSHEET: Review Materials*, or equivalent.
- 5.2 Refer to *OIA-313 WORKSHEET: Eligibility for Review Using the Expedited Procedure*, or equivalent, to determine whether the submission can be referred for non-committee review.
- 5.3 Assign submissions that involve only minimal risk and appear to fit the requirements for non-committee review to designated reviewers in the electronic submission system.
- 5.4 Designated reviewers conduct pre-review of submissions assigned to them in the electronic submission system for non-committee review. Designated reviewers may use the *OIA-308 WORKSHEET: Admin Pre-Review*, or equivalent, to conduct the pre-review of submissions.

**6 MATERIALS**

- 6.1 *OIA-001 SOP: Definitions*
- 6.2 *OIA-301 WORKSHEET: Review Materials*
- 6.3 *OIA-308 WORKSHEET: Admin Pre-Review*
- 6.4 *OIA-313 WORKSHEET: Eligibility for Review Using the Expedited Procedure*
- 6.5 *OIA-601 DATABASE: IRB Roster*

**7 REFERENCES**

- 7.1 [21 CFR 56.110\(b\)](#)
- 7.2 [45 CFR 46.110\(b\)](#)