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)