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| SOP Number: SOP CW AHC 203 | SOP Name: Non-Committee Review Preparation |
| Location: *Company-Wide Policies | Responsible Department: Research Services |
| Executive Owner: Executive Director of Research Services | Original Creation Date: 01/18/2022 |
| Effective Date: 04/04/2022 | Review Date: 02/12/2024 |

- I. **SCOPE:** This standard operating procedure (SOP) applies to the Research Personnel and Institutional Review Board (IRB) staff members, chair, and committee members at AdventHealth.

- II. **PURPOSE:** This procedure establishes the process to assign a Designated Reviewer for Non-Committee Review. This SOP begins when an IRB submission has been identified for Non-Committee Review and ends when an IRB staff member has notified the assigned Designated Reviewer.

- III. **QUALIFIED PERSONNEL:** Regulatory Reviewers; IRB staff members

- IV. **TRAINING:** Not applicable

- V. **SUPPLIES & EQUIPMENT:** Not applicable

- VI. **PROCESS/PROCEDURE:**
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 CW AHC 109 IRB Member Review Expectations.

Notify the Designated Reviewer.

- VII. **DEFINITION(S):** For capitalized terms not defined in this SOP, refer to CW AHC 107 Definitions in Human Research.

- VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight

- IX. **REFERENCE(S):** Not applicable

- X. **RELATED DOCUMENT(S) / ATTACHMENT(S):**
 - CW AHC 107 Definitions in Human Research
 - CW AHC 101 Research Oversight
 - CW AHC 108 Human Research Protection Program
 - CW AHC 109 IRB Member Review Expectations