1. **POLICY**

1.1. This procedure establishes the process to conduct Non-Full Board Review for Expedited, Non-Human and Exempt submissions to the IRB.

1.2. This procedure begins when an Executive Reviewer has been notified to conduct a Non-Full Board Review.

1.3. This procedure ends when an Executive Reviewer has completed and submitted their review within the myIRB.

2. **POLICY**

2.1. Executive Reviewers are to review process and the materials described in “POLICY: IRB Member Review Expectations (HRP-020).”

2.2. Executive Reviewers may not disapprove research, but will refer the submission for Full Board Review and determination.

3. **RESPONSIBILITY**

3.1. Executive Reviewers carry out these procedures.

4. **PROCEDURE**

4.1. If the assigned Executive Reviewer has a conflict of interest, send the submission back to the IRB office to request reassignment.

4.2. If there is a concern regarding the study closure Non-Full Board, the Executive Reviewer will refer the closure for committee review.

4.3. The Executive Reviewer should consider whether you have sufficient expertise to review the submission. If you need additional expertise, follow “Policy: Consultation (HRP-110)”.

Sufficient expertise includes as applicable for the research:

4.3.1. Scientific or scholarly expertise
4.3.2. Knowledge of or experience working with vulnerable populations
4.3.3. Qualification as a prisoner representative
4.3.4. Knowledge of the country in which the research is conducted
4.3.5. Medical licensure for FDA-regulated test articles
4.3.6. Knowledge of federal agency requirements for DOD, DOE, DOJ, ED, EPA, or EPA research
4.3.7. Concern with the welfare of children with disabilities or individuals with mental disabilities as subjects, if the research is funded by the National Institute on Disability and Rehabilitation Research and purposefully requires inclusion of these subjects

4.4. If clarification is needed or information is missing, the reviewer will place a comment requesting more information from the investigator and will issue a ‘Needs Reply’ within the myIRB.

4.5. The Executive Reviewer will document their review through the ‘Submit Expedited [or Exempt] Review’ Activity in myIRB:

4.5.1. The actions are to Approve, Approve with Contingencies, or Needs Reply

4.5.1.1. For “Exempt” submissions, document the category or categories allowing the exemption
4.5.1.2. For “Expedited,” document the category or categories and the period of approval (not to exceed one year for federally regulated or externally funded research, and not to exceed three years for all others per UF discretionary policy).
4.6. The Executive Reviewer submits their review which is then received by the IRB Office. The IRB Office completes the processing (i.e. generating correspondence). Documentation of all reviews will be maintained within myIRB.

5. REFERENCES

5.1. None