**Regis College IRB Assigned Reviewers for Expedited Protocols**

For all expedited protocols to be considered by the Regis IRB, two assigned reviewers are selected from the official Regis College IRB Member List. Assigned reviewers are designated as either the **primary reviewer or secondary reviewer**, as described below.

The **primary reviewer** should have at least one year of experience as a member of the Regis College IRB, have knowledge of the specific protocol content area, and/or serve in a leadership role (i.e., serve as a Program Director, supervisor of student research, and/or have experience completing and submitting IRB applications) at Regis College. The primary reviewer conducts a comprehensive review of all submitted materials for the assigned protocol (using the official Regis College IRB Review Form), combines their review with the review from the secondary reviewer, reports findings resulting from both reviews (i.e., the primary and secondary review) to the IRB Chair, and recommends specific actions to the IRB Chair (i.e., accept, reject, or provide revisions).

The **secondary** **reviewer** may be another member from the official Regis College IRB Member List or the Regis College IRB Chair. Secondary reviewers also conduct comprehensive reviews of all submitted materials for the assigned protocol (using the official Regis College IRB Review Form) to supplement the review provided by the primary reviewer.

The IRB Chair will assign expedited protocols to the primary and secondary reviewer at the same time via the official IRB email. Once assigned, both reviewers should respond to the IRB Chair either agreeing or declining to be a reviewer within 24 hours. The secondary reviewer should then send their review to the primary reviewer within one week of assignment. The primary reviewer should then complete their review and combine both reviews within one additional week, resulting in a total review time of two weeks. During this time, the primary and secondary reviewers are encouraged to collaborate on the review with each other, if they feel necessary. Further, the primary reviewer may offer feedback to the secondary reviewer on their review. However, neither reviewer should contact the IRB PI. Within two weeks, the primary reviewer sends the summarized and combined reviews to the IRB Chair in one word document, using the official Regis College IRB Review Form.

Please note, exempt protocols are reviewed by the IRB Chair only, and full reviews are reviewed by the entire Regis IRB at monthly convenings.