



Procedure Title	Designated Member Review Process
Dates of Review	Aug. 2022, Feb. 2026
Responsible Office	Institutional Biosafety Committee
Contact Information	ibc@kennesaw.edu

Abbreviations & Definitions:

1. BSO: Biosafety Officer; member of EHS staff and IBC member (*ex officio*)
2. Cayuse: Electronic record system for protocol submission and review
3. DMR: Designated Member Review
4. IBC: Institutional Biosafety Committee
5. IRB: Institutional Review Board
6. PI: Principal Investigator
7. Generally Healthy: members of the general public or a population who are not known to have any specific infectious disease status, nor selected as a study population based on known or probable disease risk

Goals:

1. Ensure adequate review of protocols while minimizing burden on the committee and investigators.
2. Minimizing time of review for generally safe procedures.
3. DMR does not indicate that no safety precautions are needed; protocols will be required to include appropriate PPE and handling information the same as any other protocol.

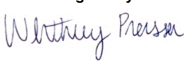
Process & Procedures:

1. General Protocol Workflow
 - a. When a submission is received by the IBC Office, it is pre-reviewed by staff and submitted to the BSO for an initial review.
 - b. After the BSO reviews and comments, the IBC Office will return the protocol to the PI for edits if needed.
 - c. The protocol (revised if needed) is sent to the committee at large for review and considered at the next convened meeting (per the IBC Charter).
 - d. After a convened meeting, if edits are requested by the committee, then the protocol is annotated in Cayuse and returned to the PI.
 - e. If the committee did not authorize approval based on specific requested changes, then it will be returned to the committee when the revision is received and reviewed at the next applicable committee meeting.
 - f. Generally, protocols need to be received by 2 weeks before a meeting to complete the prereview process before the committee can consider the submission at that meeting.
 - g. Approval is processed by the IBC Office based on the committee's decision and other administrative requirements (such as training).
 - h. Congruence with IRB protocols will be assessed based on the IRB protocol number provided by the PI. However, IBC approval will not necessarily be held while awaiting IRB approval.
2. Designated Member Review (DMR) Process:

- a. At the pre-review stage, the IBC Office determines whether the submission qualifies for DMR (based on the categories and stipulations specified in Section 3).
 - b. After the BSO review and any required edits, the Chair is requested to confirm the DMR eligibility and appoint at least one reviewer (who can be the Chair).
 - c. Each Designated Reviewer completes the review in Cayuse and the IBC Office determines whether the submission can be approved as is.
 - i. If edits are required to obtain approval, the submission is returned to the PI and considered again after revision. A Designated Reviewer can indicate if they want to see the submission again, or if the IBC Office can affirm the requested edits were made. When there is secondary or subsequent review after edit by the Designated Reviewer, confirmation that the protocol is acceptable is required before the IBC Office will issue an approval.
 - ii. If a Designated Reviewer requests further input before making a decision, they can request either an additional Designated Reviewer (selected by the Chair) or that the submission be submitted to the full committee for consideration at a convened meeting.
 - d. DMR substitutes for committee discussion and vote at a convened meeting; the protocol is approved per the same requirements as all other protocols.
3. Designated Member Review Categories
- a. Fingerstick blood collection, as the only handling of blood, absent any other identifiable risk (i.e., generally healthy population)
 - b. Urine collection and analysis, absent any identifiable risk (i.e., generally healthy population)
 - c. Saliva collection and analysis, absent any identifiable risk (i.e., generally healthy population)
 - d. Sweat collection and analysis, absent any identifiable risk (i.e., generally healthy population)

Approved by IBC at convened meeting

Date: 23 February 2026

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Date: March 2, 2026

Whitney Preisser
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Institutional Biosafety Committee Chair