

SOP: Daily Tasks

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1 PURPOSE

- 1.1 This procedure establishes the process to complete daily tasks required to monitor the research review process.
- 1.2 The process begins each day.
- 1.3 The process ends when the tasks have been completed.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 POLICY

- 3.1 None

4 RESPONSIBILITIES

- 4.1 IRB staff members are responsible for carrying out this procedure.

5 PROCEDURE

- 5.1 Check for individuals whose CITI training will lapse in the next 30 calendar days. The CITI Program will automatically send a reminder to those individuals.
- 5.2 Check for protocols whose continuing review progress report is due in 30 calendar days and complete and send "TEMPLATE LETTER: Continuing Review Reminder (HRP-530)" or equivalent.
- 5.3 Check for emergency uses where the IRB is expecting and has not received a standing protocol within 30 calendar days:
 - 5.3.1 Complete and send "TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)" or equivalent.
 - 5.3.2 Place the principal investigator on the Restricted list.
 - 5.3.3 Process the failure to submit as a Finding of Non-Compliance under "SOP: New Information (HRP-024)."
- 5.4 Check for emergency uses where the IRB has not received a report, within 5 days:
 - 5.4.1 Complete and send "TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)" or equivalent.
 - 5.4.2 Place the principal investigator on the Restricted list.
 - 5.4.3 Process the failure to submit as a Finding of Non-Compliance under "SOP: New Information (HRP-024)."
- 5.5 Check for continuing review progress reports that have not been submitted 30 calendar days prior to protocol expiration:
 - 5.5.1 Complete and send "TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550)" or equivalent.
 - 5.5.2 If no response has been received in 30 days, place the principal investigator on the Restricted list.
 - 5.5.3 Process the failure to submit as a Finding of Non-Compliance under "SOP: New Information (HRP-024)."
- 5.6 Check for individuals whose training has lapsed:
 - 5.6.1 Complete and send the "TEMPLATE LETTER: Failure to Undergo Training (HRP-554)" or equivalent.
 - 5.6.2 If the principal investigator's training has lapsed, complete and send the "TEMPLATE LETTER: Failure to Undergo Training (HRP-554)" or equivalent. If no response has been received in 30 days, place the principal investigator on the Restricted list.
 - 5.6.3 Process the failure to submit as a Finding of Non-Compliance under "SOP: New Information (HRP-024)."
 - 5.6.4 If the individual is an IRB member, complete and send the "TEMPLATE LETTER: Failure to Undergo Training (HRP-554)" or equivalent. If no response has been received in 30 days, follow "SOP: IRB Membership Removal (HRP-083)."
- 5.7 Check for protocols that have expired due to lack of continuing review:

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- 5.7.1 Complete and send the "TEMPLATE LETTER: Expiration of IRB Approval (HRP-533)" or equivalent.
- 5.7.2 If no response has been received in 30 days, follow "SOP: Expiration of IRB Approval (HRP-063)"

6 MATERIALS

- 6.1 SOP: New Information (HRP-024)
- 6.2 SOP: Expiration of IRB Approval (HRP-063)
- 6.3 SOP: IRB Membership Removal (HRP-083)
- 6.4 TEMPLATE LETTER: Continuing Review Reminder (HRP-530)
- 6.5 TEMPLATE LETTER: Expiration of IRB Approval (HRP-533)
- 6.6 TEMPLATE LETTER: Training Reminder (HRP-531)
- 6.7 TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)
- 6.8 TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)
- 6.9 TEMPLATE LETTER: Failure to Undergo Training (HRP-554)
- 6.10 TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550)

7 REFERENCES

- 7.1 None