

SOP: Daily Tasks

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HRP-062	12/6/18	T. Bechert	G. Ostrander	1 of 1

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 training will lapse in the next 30 days and complete and send "TEMPLATE LETTER: Training Reminder (HRP-531)."
- 5.2 Check for protocols whose continuing review progress report is due in 30 days and complete and send "TEMPLATE LETTER: Continuing Review Reminder (HRP-530)"
- 5.3 Check for emergency uses where the IRB has not received a report, within 5 days:
 - 5.3.1 Complete and send "TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)."
 - 5.3.2 Consider placing 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 individuals whose training has lapsed:
 - 5.4.1 Complete and send the "TEMPLATE LETTER: Failure to Undergo Training (HRP-554)."
 - 5.4.2 Consider placing 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)."
 - 5.4.4 If the individual is an IRB member, Follow "SOP: IRB Membership Removal (HRP-083)."
- 5.5 Check for protocols that do not require continuing review:
 - 5.5.1 Complete and send the "TEMPLATE LETTER: Annual Reminder (HRP-535)"

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: Training Reminder (HRP-531)
- 6.6 TEMPLATE LETTER: Annual Reminder (HRP-535)
- 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)

7 REFERENCES

- 7.1 None