

**SOP: Daily/Weekly Tasks**

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-062	08/28/2019	L. Smith	C. Kiel	1 of 2

**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 or week depending on the frequency indicated.
- 1.3 The process ends when the tasks have been completed.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 Updated Section 5 to be consistent with IRB process for reviewing required training.

**3 POLICY**

- 3.1 None

**4 RESPONSIBILITIES**

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

**5 PROCEDURE**

- 5.1 Daily: Check for protocols whose continuing review progress report is due in 15 calendar days and complete and send "TEMPLATE LETTER: Continuing Review Reminder (HRP-530)" or equivalent.
- 5.2 Weekly: Check for emergency uses where the IRB is expecting and has not received a standing protocol within 30 calendar days:
  - 5.2.1 Complete and send "TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)" or equivalent.
  - 5.2.2 Place the principal investigator on the Restricted list.
  - 5.2.3 Process the failure to submit as a Finding of Non-Compliance under "SOP: New Information (HRP-024)."
- 5.3 Weekly: 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)" 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 Weekly: Check for committee members whose training has lapsed:
  - 5.4.1 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)."
- 5.5 Weekly: Check for protocols that have expired due to lack of continuing review:
  - 5.5.1 Once expired, complete and send the "TEMPLATE LETTER: Expiration of IRB Approval (HRP-533)" or equivalent.
  - 5.5.2 After provided due date but no later than 7 days past expiration, confirm that no packages are in progress. If unsubmitted packages are identified, contact investigator.
  - 5.5.3 Create Special Event Package and submit to last reviewing board.
  - 5.5.4 Update review details to close project in IRBNet.
  - 5.5.5 Upload note to file written by IRB Director.

**6 MATERIALS**

- 6.1 SOP: New Information (HRP-024)
- 6.2 SOP: IRB Membership Removal (HRP-083)
- 6.3 TEMPLATE LETTER: Acknowledgement of Research Closure (HRP-511)
- 6.4 TEMPLATE LETTER: Continuing Review Reminder (HRP-530)
- 6.5 TEMPLATE LETTER: Expiration of IRB Approval (HRP-533)
- 6.6 TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550)
- 6.7 TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)
- 6.8 TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)
- 6.9 TEMPLATE LETTER: Failure to Undergo Training (HRP-554)

**SOP: Daily/Weekly Tasks**

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-062	08/28/2019	L. Smith	C. Kiel	2 of 2

**7 REFERENCES**

7.1 None