



SOP: Daily Tasks				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-062	11/10/14	H. Gipson	H. Gipson	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 is not through the CITI training program and will lapse in the next 30 days, and complete and send "TEMPLATE LETTER: Training Reminder (HRP-531)."
- 5.2 Check for emergency uses where the IRB has not received a report, within 5 days:
 - 5.2.1 Complete and send "TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)."
 - 5.2.2 Consider placing 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 Check for individuals whose training has lapsed:
 - 5.3.1 Complete and send the "TEMPLATE LETTER: Failure to Undergo Training (HRP-554)."
 - 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)."
 - 5.3.4 If the individual is an IRB member, Follow "SOP: IRB Membership Removal (HRP-083)."

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: Training Reminder (HRP-531)
- 6.5 TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)
- 6.6 TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)
- 6.7 TEMPLATE LETTER: Failure to Undergo Training (HRP-554)

7 REFERENCES

- 7.1 None