



SOP: Daily Tasks				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-062	7/9/2019	C. Gates	C.Gates	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.
- 1.3 The process ends when the tasks have been completed.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 GUIDING PRINCIPLES

- 3.1 The HSRO Electronic System checks the database for protocols that have expired due to lack of continuing review and sends the “TEMPLATE LETTER: Expiration of IRB Approval (HRP-533).”
- 3.2 When reviewing initial studies and modifications, HSRO staff checks the CITI database for study personnel whose training has lapsed and sends “TEMPLATE LETTER: Training Reminder (HRP-531).”
- 3.3 The HSRO Electronic System checks the database for protocols whose continuing review progress report is due in 45 business days and sends “TEMPLATE LETTER: Continuing Review Reminder (HRP-530)”
- 3.4 The HSRO Electronic System checks the database for continuing review progress reports that have not been submitted 45 days prior to protocol expiration and sends “TEMPLATE LETTER: Failure to Submit Continuing Review Progress Report (HRP-550).”

4 RESPONSIBILITIES

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

5 PROCEDURE

- 5.1 Check for emergency uses where the IRB has not received a standing protocol within 30 days if so requested:
 - 5.1.1 Complete and send “TEMPLATE LETTER: Failure to Submit Emergency Use Protocol.”
 - 5.1.2 Place the principal investigator on the Restricted list.
 - 5.1.3 Process the failure to submit as a Finding of Non-Compliance under “SOP: New Information (HRP-024).”
- 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 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 If the HSRO Electronic System finds continuing review progress reports that have not been submitted 45 days prior to protocol expiration:
 - 5.3.1 Complete and send “TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550).”
 - 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 protocols that have expired due to lack of continuing review:



SOP: Daily Tasks				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-062	7/9/2019	C. Gates	C.Gates	2 of 2

- 5.4.1 Complete and send the “TEMPLATE LETTER: Expiration of IRB Approval (HRP-533) or equivalent.”
- 5.4.2 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