SOP: Daily or Routine Tasks

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>DATE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRP-062</td>
<td>5/1/2022</td>
<td>Page 1 of 1</td>
</tr>
</tbody>
</table>

1 PURPOSE
1.1 This SOP establishes the process to complete daily or routine tasks required to monitor the research review process.
1.2 The process is ongoing.
1.3 The process ends when the tasks have been completed.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Revised from the 5/30/2017 version.

3 SOP Statement
3.1 Reminders and notifications required by this SOP may be provided orally.
3.2 Reminders and notifications required by this SOP are to be provided in writing through email or other correspondence which may be generated through automated systems.

4 RESPONSIBILITIES
4.1 IRB/HRPP staff members are responsible for carrying out this procedure.

5 PROCEDURE
5.1 The CITI Program will automatically check for individuals whose CITI training will lapse in the next 30 days. The CITI Program will automatically send a reminder to those individuals.
5.2 For individuals on new submissions, check for those whose training has lapsed as part of the pre-review process.
   5.2.1 Notify or email those individuals of failure to complete required education prior to processing any new research or continuing review.
   5.2.2 Inform investigators that new submissions will not be processed when training for study team member is incomplete.
5.3 Verify that the electronic system automatically sends out notices of continuing review due at 90, 60, and 30 days; otherwise notify or email investigators at least 30 days prior to study lapse date.
5.4 Verify that the electronic system has automatically sent the notice of Expiration of IRB Approval and moved the study to an Expired state; otherwise send out notice of Continuing Review Deadline has Passed.
5.5 Use SOP: Expiration of IRB Approval (HRP-063) to determine whether current subjects may continue in expired research.

6 MATERIALS

7 REFERENCES
7.1 21 CFR §56.104(c)
7.2 45 CFR §46.109(e)