

	SOP: Daily or Routine Tasks		
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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)
- 7.3 AAHRPP elements I.1.A, I.7.C, II.2.E-II.2.E.2, II.2.F-II.2.F.3