**SOP: Monthly Tasks**

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1 **PURPOSE**

1.1 This procedure establishes the process to complete tasks required to monitor the research review process.

1.2 The process begins on the first business day of each month.

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 will lapse in the next 30 days and complete and send “TEMPLATE LETTER: Training Reminder (HRP-531).”

5.2 Check for protocols whose continuing review progress report is due in 30 days and complete and send “TEMPLATE LETTER: Continuing Review Reminder (HRP-530)”

5.3 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).”

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).”

5.4 Check for individuals whose training has lapsed:

5.4.1 Complete and send the “TEMPLATE LETTER: Failure to Undergo Training (HRP-554).”

5.4.2 Consider placing the principal investigator on the Restricted list.

5.4.3 Process the failure to submit as a Finding of Non-Compliance under “SOP: New Information (HRP-024).”

5.4.4 If the individual is an IRB member, Follow “SOP: IRB Membership Removal (HRP-083).”

5.5 Check for protocols that do not require continuing review:

5.5.1 Complete and send the “TEMPLATE LETTER: Annual Reminder (HRP-535)”

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: Failure to Submit Emergency Use Protocol (HRP-553)

6.6 TEMPLATE LETTER: Annual Reminder (HRP-535)

6.7 TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)

6.8 TEMPLATE LETTER: Failure to Undergo Training (HRP-554)

7 **REFERENCES**

7.1 None.