1. PURPOSE
	1. This procedure establishes the process to complete daily tasks required to monitor the research review process.
	2. The process begins each day.
	3. The process ends when the tasks have been completed.
2. REVISIONS FROM PREVIOUS VERSION

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| **Version** | **Date** | **Revisions** |
| R00 | 3/25/14 | Original issue |
| R01 | 11/14/23 | Annual review, update logo, revise header table. |

1. POLICY
	1. None
2. RESPONSIBILITIES
	1. IRB staff members are responsible for carrying out this procedure.
3. PROCEDURE
	1. Check CITI and IRBNet for individuals whose training will lapse in the next 30 days and complete and send a training reminder.
	2. IRBNet will check for protocols whose continuing review progress report is due in 30 days and complete and send a continuing review reminder.
	3. Check for emergency uses where the IRB has not received a report, within 5 days:
		1. Complete and send “TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551).”
		2. Consider placing the principal investigator on the Restricted list.
		3. Process the failure to submit as a Finding of Non-Compliance under “SOP: New Information (HRP-024).”
	4. Check CITI for individuals whose training has lapsed:
		1. Complete and send the “TEMPLATE LETTER: Failure to Undergo Training (HRP-554).”
		2. Consider placing the principal investigator on the Restricted list.
		3. Process the failure to submit as a Finding of Non-Compliance under “SOP: New Information (HRP-024).”
		4. If the individual is an IRB member, Follow “SOP: IRB Membership Removal (HRP-083).”
4. MATERIALS
	1. SOP: New Information (HRP-024)
	2. SOP: Expiration of IRB Approval (HRP-063)
	3. SOP: IRB Membership Removal (HRP-083)
	4. TEMPLATE LETTER: Continuing Review Reminder (HRP-530)
	5. TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)
	6. TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)
	7. TEMPLATE LETTER: Failure to Undergo Training (HRP-554)
5. REFERENCES
	1. None