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
	1. None
3. POLICY
	1. The eIRB checks the database for individuals whose training will lapse in the next 25 business days and sends “TEMPLATE LETTER: Training Reminder (HRP-531).”
	2. The eIRB checks the database for protocols whose continuing review progress report is due in 25 business days and sends “TEMPLATE LETTER: Continuing Review Reminder (HRP-530)”
4. RESPONSIBILITIES
	1. IRB staff members are responsible for carrying out this procedure.
5. PROCEDURE
	1. 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).”
	2. Check for continuing review progress reports that have not been submitted 30 days prior to protocol expiration:
		1. Complete and send “TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550).”
		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).”
	3. Check 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. Check for protocols that have expired due to lack of continuing review:
		1. Complete and send the “TEMPLATE LETTER: Expiration of IRB Approval (HRP-533).”
		2. Follow “SOP: Expiration of IRB Approval (HRP-063)”
	5. Check for protocols that do not require continuing review:
		1. Complete and send the “TEMPLATE LETTER: Annual Reminder (HRP-535)”
6. 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: Expiration of IRB Approval (HRP-533)
	6. TEMPLATE LETTER: Training Reminder (HRP-531)
	7. TEMPLATE LETTER: Annual Reminder (HRP-535)
	8. TEMPLATE LETTER: Failure to Submit Emergency Use Protocol (HRP-553)
	9. TEMPLATE LETTER: Failure to Submit Emergency Use Report (HRP-551)
	10. TEMPLATE LETTER: Failure to Undergo Training (HRP-554)
	11. TEMPLATE LETTER: Failure to Submit Continuing Review (HRP-550)
7. REFERENCES
	1. None