

	<b>OIA-062 SOP: Daily Tasks</b>				
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**1 PURPOSE**

- 1.1 This procedure establishes the processes that will be completed daily by the electronic submission system to monitor the research review process.
- 1.2 The process begins each day.
- 1.3 The process ends when the tasks have been completed.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None

**3 REQUIREMENTS**

- 3.1 None

**4 RESPONSIBILITIES**

- 4.1 The electronic submission system performs these functions.

**5 PROCEDURE**

- 5.1 Daily: Check for protocols with continuing review due in 60, 30, and 15 calendar days, then complete and send *OIA-530 TEMPLATE LETTER: Continuing Review Reminder*, or equivalent, for each identified protocol.
- 5.2 Daily: Check for protocols that have expired due to lack of continuing review:
  - 5.2.1 Once expired, complete and send *OIA-533 TEMPLATE LETTER: Expiration of IRB Approval*, or equivalent, for each expired protocol.

**6 MATERIALS**

- 6.1 *OIA-001 SOP: Definitions*
- 6.2 *OIA-530 TEMPLATE LETTER: Continuing Review Reminder*
- 6.3 *OIA-533 TEMPLATE LETTER: Expiration of IRB Approval*

**7 REFERENCES**

- 7.1 None