

	<b>SOP: Daily or Routine Tasks</b>	
	Section I: Administrative Management	
	Number	Effective Date
	IRB I-004	9/13/2025

## 1. PURPOSE

- 1.1. This SOP outlines 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 concludes when the tasks have been completed.

## 2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

## 3. 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 the Cayuse electronic system.

## 4. RESPONSIBILITIES

- 4.1. The research compliance staff assigned to the IRB is responsible for carrying out this procedure.

## 5. PROCEDURE

- 5.1. The CITI Program automatically identifies individuals whose training will expire within 30 days and sends reminder emails. Research compliance staff assigned to the IRB will conduct periodic quality checks to ensure the system is functioning properly.
- 5.2. For research personnel listed on new submissions, the research compliance staff assigned to the IRB will:
  - 5.2.1. Check training completion as part of the pre-review process.
  - 5.2.2. Notify or email individuals with incomplete or expired training of failure to complete required training prior to processing any new research or continuing review.
    - 5.2.2.1. Inform investigators that new submissions will not be processed until such time that training requirements for all research personnel is documented as complete.
  - 5.2.3. Track upcoming protocol expiration dates and contact the investigators with sufficient time for them to submit continuing review documents or similar.
    - 5.2.3.1. 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.
    - 5.2.3.2. Verify that the electronic system has automatically sent the Notice of Expiration of IRB Approval and moved the study to an Expired state; otherwise, manually send out Notice of Continuing Review Deadline has Passed.
  - 5.2.4. Use TAMUK SOP: Expiration of IRB Approval (IRB-III-006) to determine whether current subjects may continue in expired research.

## 6. REFERENCES

- 6.1. [21 CFR §56.104\(c\)](#)
- 6.2. [45 CFR §46.109\(e\)](#)

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