HRP-062 | 08/07/2025 | Author: Huron Consulting Group | Approver: HRPP Director

**SOP: Periodic Tasks**

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. Added review of Federal Reporting Tracking Log and review of modifications for Suspension of IRB Approval; revised title from Daily Tasks to Periodic Tasks; 2/1/24.
	2. Revised policy statements to clarify QI goals and objectives per AAHRPP draft site visit report area of concern, added prisoner research oversight; revised for VIRBs alignment, revised VCU logo and header format; 8/7/25.
3. **POLICY**
	1. None
4. **RESPONSIBILITIES**
	1. IRB staff members are responsible for carrying out this procedure.
5. **PROCEDURE**
	1. Check for emergency uses on the Full Board Tracking Log where the IRB has not received a report, within 5 days:
		1. Complete and send HRP-551 - LETTER - Failure to Submit EU Report.
		2. Process the failure to submit as a Finding of Non-Compliance under HRP-024 - SOP - New Information.
	2. Check for reporting actions on the Federal Reporting Tracking Log and complete follow-up as indicated.
	3. Identify initial submissions of prisoner research monthly; confirm prisoner certifications have been submitted to OHRP where indicated. Confirm Privacy Certificates have been executed by the IRB Chair or institutional official or designee where indicated.
	4. Determine whether a modification submission has been received within 90 days for any Suspension of IRB Approval.
		1. If a modification has not been submitted, and the investigator is non-responsive to remediation attempts, refer the study to the convened IRB with recommendation to terminate IRB approval.
	5. Run VIRBs system reports and evaluate analytics (via QuickSight platform) to identify review turnaround time efficiency, appropriate workload distribution, and to report on requested program activities in consultation with the HRPP Director and/or designee.
		1. Notify HRPP Director and/or designee of summary and detailed findings and communicate any changes in submission management to IRB staff.
	6. Solicit periodic feedback from ancillary HRPP programs, committees and individuals regarding the effectiveness of the IRB review process.
		1. Review summary and detailed findings.
		2. Communicate results to the HRPP Director and/or designee.
		3. Evaluate trends to inform continuing education priority areas.
6. **MATERIALS**
	1. HRP-024 - SOP - New Information
	2. HRP-551 - LETTER - Failure to Submit EU Report
7. **REFERENCES**
	1. AAHRPP elements I.1.A, I.7.C, II.2.E-II.2.E.2, II.2.F-II.2.F.3