UNIVERSITY
OF MINNESOTA

HRP-062 | 8/20/2026 | Author: C. Jarboe | Approver: D. Dykhuis

SOP: Daily Tasks

1 PURPOSE

1.1 This procedure establishes the process to complete daily tasks required 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2.1 None; prior University of Minnesota versions of this file and its revision history from 2017-2024 have been archived and replaced with this version as a result of the transition to Huron Toolkit Release 5.0-5.2.

2.2 Revision 1, 10/28/2025; Added Section 5.4 based on Huron Toolkit Release 5.2.

2.3 Revision 2, 4/06/2026; Updated statement in the Procedures section re: 5d emergency report to include 'required but', consistent with edits to HRP-023 - SOP - Emerg and Device Comp Use Review. Additional editorial correction with alignment with Huron 5.4 Release.

2.4 Revision 3, 8/20/2026; Added 5.5 regarding IRB fees for service

3 POLICY

3.1 None

4 RESPONSIBILITIES

4.1 HRPP staff members are responsible for carrying out this procedure.

5 PROCEDURE

5.1 Notify individuals whose training will lapse.[1]

5.2 Check for emergency uses where the IRB has required but not received a report, within 5 days:

5.2.1 Complete and send HRP-551 - LETTER - Failure to Submit EU Report.

5.2.2 Consider placing the principal investigator on the Restricted list.

5.3 Check for individuals whose training has lapsed:

5.3.1 Notify study personnel.[2]

5.3.2 If study personnel training is expired at the time of continuing review, the submission will be held for final approval until training is current or study personnel is removed.

[1] CITI Program automates training lapse notifications, 60 days, 30 days, and 7 days prior to expiration.

[2] CITI Program automates training expiration notifications, 1 day, 7 days, 14 days, and 30 days after expiration.

5.4 Check the status of any pending external reports to ensure reports are sent within required timeframe.

5.5 Check for studies eligible for IRB fees for service:

5.5.1 UMN IRB fee for Business and Industry sponsored biomedical research studies requiring committee review.

5.5.2 Effective December 1, 2026: Reliance on an external IRB fee for Business and Industry sponsored biomedical research studies.

5.5.3 Effective January 1, 2027: Studies where UMN IRB will serve as the single IRB (sIRB).

6 MATERIALS

6.1 HRP-551 - LETTER - Failure to Submit EU Report

7 REFERENCES

7.1 AAHRPP elements I.1.A, I.7.C, II.2.E-II.2.E.2, II.2.F-II.2.F.3