1 PURPOSE
1.1 This procedure establishes the process to triage information submitted to the IRB.
1.2 The process begins when any communication is received by the IRB.
1.3 The process ends when an IRB Office staff member determines the appropriate action for the received information.

2 PREVIOUS VERSION
2.1 Revised from previous version dated 08/01/2015

3 POLICY
3.1 None.

4 RESPONSIBILITIES
4.1 IRB Office staff members carry out these procedures.

5 PROCEDURE
5.1 If the item includes new or modified contact information, update the contact information.
5.2 If the item includes new or modified training information, update the training information.
5.3 If the item is a request for an approval or determination¹, follow “SOP: Pre-Review (HRP-021).”
5.4 If the item is a notification of an emergency use of a test article in a life-threatening situation or compassionate use of an investigational device have a Designated Reviewer follow “SOP: All Emergency Use and Compassionate Use [Device Only] Review and Notification (HRP-023).”
5.5 If the item is an investigator’s request to continue subjects in expired research have a Designated Reviewer follow “SOP: Lapse [Expiration] of IRB Approval (HRP-063).” If the item does not fit into the above categories:
5.5.1 If the item is a question, concern, or complaint:
          5.5.1.1 Document the nature of the question, concern, or complaint and the contact information of the person contacting the IRB.
          5.5.1.2 Respond to any questions or concerns. When appropriate, tell the person that you will call/email him/her once you have been able to find additional information. If necessary, consult with your supervisor.
5.5.2 Follow “SOP: New Information (HRP-024).”

6 MATERIALS
6.1 SOP: Pre-Review (HRP-021)
6.2 SOP: All Emergency Use and Compassionate Use [Device Only] Review and Notification (HRP-023)
6.3 SOP: Reportable New Information (HRP-024)
6.4 SOP: Lapse [Expiration] of IRB Approval (Continuation of Current Participants) (HRP-063)

7 REFERENCES
7.1 None.

¹ A “request for an approval or determination” includes approval of new research, response to modifications required to secure approval, response to deferred, continuing review of research, modification to previously approved research, request for study closure, or a determination whether an activity is exempt Human Research or is not Human Research. Submission of an updated list study personnel is not considered a modification of research and is therefore not a “request for an approval or determination.”