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

2 REVISIONS FROM PREVIOUS VERSION
2.1 Section 5 Procedures: Updated and clarified procedures.

3 POLICY
3.1 None

4 RESPONSIBILITIES
4.1 HRPO staff members carry out these procedures.

5 PROCEDURE
5.1 If the item is a request to withdraw a submission from consideration, withdraw the submission.
5.2 If the item is a request for an approval or determination\(^1\), follow “SOP: Pre-Review (HRP-021).”
5.3 If the item is a notification of an emergency use of a test article in a life-threatening situation have a Designated Reviewer follow “SOP: Emergency Use (HRP-023).”
5.4 If the item is an investigator’s request to continue subjects in expired research have a Designated Reviewer follow “SOP: Expiration of HRRC Approval (HRP-063).”
5.5 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 HRRC.
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

\(^1\) A “request for an approval or determination” includes approval of new research, response to modifications required to secure approval, 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.
able to find additional information. If necessary, consult with your supervisor.

5.5.1.3 Follow "SOP: New Information (HRP-024)"
5.5.2 If the item is other Reportable New Information:
   5.5.2.1 Follow "SOP: New Information (HRP-024)."
5.5.3 If the item does not fall within the above categories:
   5.5.3.1 Consult with HRRC Manager and Chair to determine appropriate action.

6 MATERIALS
   6.1 SOP: Emergency Use (HRP-023)
   6.2 SOP: Expiration of HRRC Approval (HRP-063)
   6.3 SOP: New Information (HRP-024)
   6.4 SOP: Pre-Review (HRP-021)

7 REFERENCES
   7.1 None