1. PURPOSE
   1.1. This procedure establishes the process to conduct monthly tasks related to the HRPP.
   1.2. This procedure begins the first business date of each month.
   1.3. This procedure ends when evaluations and corrective actions are completed.

2. POLICY
   2.1. None

3. RESPONSIBILITY
   3.1. HRPP staff members carry out these procedures.

4. PROCEDURE
   4.1. Provide IRB members with a list of approvals using the expedited procedure from the previous month.

5. REFERENCES
   5.1. None