

Meeting Schedule & Deadlines for New Projects: Institutional Review Board

IRB Staff assign new applications for IRB review by either a convened or an expedited review process. New applications that require convened review are scheduled based on agenda workload and the availability of appropriate expertise; therefore, a deadline for submission has been provided.

It is highly suggested that you submit a new package well in advance of the 30-day timeline below. Your submission will go through a pre-review by an IRB Analyst, who will review for completeness and consistency. Once the IRB Analyst has determined that your new submission is ready for full board review and no longer needs to be unlocked, it will be ready to follow the 30-day timeline explained below.

A minimum of 30 days is required to allow time for review by IRB members, research team response and revisions based on IRB member feedback, and a full board review. The principal investigator, or a delegated representative, must attend the convened meeting to answer questions and provide information. All meetings are held virtually via Zoom until further notice.

A well-prepared submission saves time for the study coordinator, investigators, IRB Analysts, and members of the IRB.

2024 Meeting Dates

| Submission Deadline for Wednesday IRB | Meeting Date for Wednesday IRB | Submission Deadline for Monday IRB | Meeting Date for Monday IRB |
|--|---|---|--|
| December 11, 2023 | January 10, 2024 | December 22, 2023 | January 22, 2024 |
| January 16, 2024 | February 14, 2024 | January 26, 2024 | February 26, 2024 |
| February 12, 2024 | March 13, 2024 | February 23, 2024 | March 25, 2024 |
| March 11, 2024 | April 10, 2024 | March 22, 2024 | April 22, 2024 |
| April 8, 2024 | May 8, 2024 | April 19, 2024 | May 20, 2024* |
| May 13, 2024 | June 12, 2024 | May 24, 2024 | June 24, 2024 |
| June 10, 2024 | July 10, 2024 | June 21, 2024 | July 22, 2024 |
| July 15, 2024 | August 14, 2024 | July 26, 2024 | August 26, 2024 |
| August 12, 2024 | September 11, 2024 | August 23, 2024 | September 23, 2024 |
| September 9, 2024 | October 9, 2024 | September 27, 2024 | October 28, 2024 |
| October 14, 2024 | November 13, 2024 | October 25, 2024 | November 25, 2024 |
| November 11, 2024 | December 11, 2024 | November 22, 2024 | December 23, 2024 |

The **Wednesday IRB** (board 2) meets in the 2nd Wednesday of the month from 7:30 AM – 9:00 AM. (* unless otherwise noted)

The **Monday IRB** (board 1) meets the 4th Monday of the month* from 3:00 PM - 5:00 PM. (* unless otherwise noted)

Meeting Schedule & Deadlines for Continuing Review: Institutional Review Board

IRB Staff assign continuing review applications for IRB review by either a convened or an expedited review process based on the status, risk, and regulations. Continuing review applications that require convened review are scheduled based on the next available meeting date for the board the project sits on and availability of appropriate expertise; therefore, a deadline for submission has been provided.

To see what board your project falls on, you can open the most recent letter received for the package or check in IRBNet. Board 1 is listed below in BLUE, board 2 in RED.

It is highly suggested that you submit a continuing review package in advance of the timeline below. Your submission will go through a pre-review by an IRB Analyst, who will review for completeness and consistency. Once the IRB Analyst has determined that your continuing review is ready for full board review and no longer needs to be unlocked, it will be assigned to a reviewer two weeks prior to the IRB meeting date.

A well-prepared submission saves time for the study coordinator, investigators, IRB Analysts, and members of the IRB.

2024 Meeting Dates

| Submission Deadline for Wednesday IRB | Meeting Date for Wednesday IRB | Submission Deadline for Monday IRB | Meeting Date for Monday IRB |
|---|-----------------------------------|--|--------------------------------|
| December 27, 2023 | January 10, 2024 | January 5, 2024 | January 22, 2024 |
| January 31, 2024 | February 14, 2024 | February 9, 2024 | February 26, 2024 |
| February 28, 2024 | March 13, 2024 | March 8, 2024 | March 25, 2024 |
| March 27, 2024 | April 10, 2024 | April 5, 2024 | April 22, 2024 |
| April 24, 2024 | May 8, 2024 | May 3, 2024 | May 20, 2024* |
| May 29, 2024 | June 12, 2024 | June 7, 2024 | June 24, 2024 |
| June 26, 2024 | July 10, 2024 | July 5, 2024 | July 22, 2024 |
| July 31, 2024 | August 14, 2024 | August 9, 2024 | August 26, 2024 |
| August 28, 2024 | September 11, 2024 | September 6, 2024 | September 23, 2024 |
| September 25, 2024 | October 9, 2024 | October 11, 2024 | October 28, 2024 |
| October 30, 2024 | November 13, 2024 | November 8, 2024 | November 25, 2024 |
| November 27, 2024 | December 11, 2024 | December 6, 2024 | December 23, 2024 |

The **Wednesday IRB (board 2)** meets in the 2nd Wednesday of the month from 7:30 AM – 9:00 AM. (* unless otherwise noted)

The **Monday IRB (board 1)** meets the 4th Monday of the month* from 3:00 PM - 5:00 PM. (* unless otherwise noted)