

## 2009-2010 INSTITUTIONAL REVIEW BOARD MEETING SCHEDULE

### Full Board Review Applications (includes: new studies, progress reports and amendments)

- IRBs 1, 2 & 3 review all types of applications (i.e., new studies, amendments, progress reports)

#### Important points to remember about New Study or Amendment applications:

- All applications must be “pre-reviewed” by a member of the IRB and the staff of the Office of the IRB (OIRB)
- The pre-review process continues until the application is deemed “IRB Ready”
- Only new study or amendments applications that are “IRB Ready” are scheduled for a specific meeting
- New study or amendment applications are scheduled on a first come - first serve basis
- The maximum number of new studies that will be scheduled for a specific meeting = 8
- The maximum number of amendments that will be scheduled for a specific meeting = 4

#### Important points to remember about Progress Reports of ongoing research:

- Progress Reports must be reviewed by the IRB before the current approval period expires (IRB Expiration Date)
- Submit Progress Reports to the OIRB approximately 34 days before the IRB meeting that will occur **before** the study's expiration date. See column C below for further guidance on progress report due dates.
- Since on-going studies have expiration dates, there is no maximum number of progress reports for a specific meeting

#### Column B for New Study or Amendment Applications - Well written package guidepost

- **This is not a deadline** -- only a guidepost for well-written new study or amendment application – if there are no substantive issues, there should be enough time to complete the pre-review processes (problematic submission will take longer).
- You should submit a new study or amendment to the OIRB for scientific and for administrative review as soon as it is ready – do not wait for this date, since these items are schedule on a first come first serve basis.

- Scientific-ethical review by an IRB member and administrative review by the OIRB analyst occur simultaneously.

#### IRB Ready for New Study or Amendment Applications - Determined by the Office of the IRB

- All required forms submitted
- All required signatures obtained
- All required investigator training completed
- All substantive issues raised by OIRB analyst have been resolved/addressed
- All substantive issues raised by IRB member pre-reviewer have been resolved/addressed
- Approval by the following committees (as applicable): Safety (radiation or bio-); Conflict of Interest; Protocol Review (oncology)

Column A	Column B	Column C
Date of IRB-Meeting	New study or Amendment	Progress Report:
	A well-written new study or amendment will generally be added the meeting listed in Column A, if submitted ~34 days in advance. Dates below are suggested “submit by” dates <b>“submit by date”</b>	Use the “submit by date” in Column B to determine the <b><u>Submit Not later Than Date</u></b> for a progress report.
		<b>Studies expiring between:</b>
IRB 1 – October 20, 2009	September 16, 2009	October 20 – November 2
IRB 2 – November 3, 2009	September 30, 2009	November 3 – November 16
IRB 3 – November 17, 2009	October 14, 2009	November 17 – November 30
IRB 1 – December 1, 2009	<b>October 26, 2009</b> (earlier due to holiday)	December 1 - December 14
IRB 2 – December 15, 2009	<b>November 9, 2009</b> (earlier due to holiday)	December 15 – January 11, 2010
IRB 3 – January 12, 2010	<b>November 30, 2009</b> (earlier due to holiday)	January 12 – January 25
IRB 1 – January 26, 2010	<b>December 9, 2009</b> (earlier due to holiday)	January 26 – February 8
IRB 2 – February 9, 2010	January 5, 2010	February 10 – February 22
IRB 3 – February 23, 2010	January 20, 2010	February 23 – March 8
IRB 1 – March 9, 2010	February 3, 2010	March 9 – March 22
IRB 2 – March 23, 2010	February 17, 2010	March 23 – April 5
IRB 3 – April 6, 2010	March 3, 2010	April 6 – April 19
IRB 1 – April 20, 2010	March 17, 2010	April 20 – May 3
IRB 2 – May 4, 2010	March 31, 2010	May 4 – May 17
IRB 3 – May 18, 2010	April 14, 2010	May 18 – May 31
IRB 1 – June 1, 2010	April 28, 2010	June 1 – June 14
IRB 2 – June 15, 2010	May 12, 2010	June 15 – June 28
IRB 3 – June 29, 2010	May 26, 2010	June 29 – July 12
IRB 1 – July 13, 2010	June 9, 2010	July 13 – July 27
IRB 2 – July 27, 2010	June 23, 2010	July 28 – August 9
IRB 3 – August 10, 2010	July 7, 2010	August 10 – August 23
IRB 1 – August 24, 2010	July 21, 2010	August 24 – September 6
IRB 2 – September 7, 2010	August 4, 2010	September 7 – September 20
IRB 3 – September 21, 2010	August 18, 2010	September 21 – October 4