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Meeting Schedule & Deadlines for New Projects: Institutional Review Board

New study submissions are divided into two categories: expedited (minimal risk) and full board (more than minimal risk). There are some instances when an expedited study needs to be assigned to the full board. Thus, PIs should consult this calendar for all new study board submission deadlines. Note that new applications that require board review are scheduled based on agenda workload and the availability of appropriate expertise.

Study teams should submit at minimum one week prior to the deadline date listed below. This is because submissions need to be reviewed by an IRB analyst and unlocked for the study team to fix errors. A submission cannot be assigned to an agenda if there are incorrect or missing items.

Once a submission is complete and assigned to a board meeting, a 30-day review process begins. The study is first reviewed by IRB members. Then the research team has the opportunity to respond to the reviewer's initial concerns. Next the revisions go back to the reviewers. Finally, the reviewers present the study to the board and the IRB issues a determination. The principal investigator, or a delegated representative, are invited to 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. **Please reach out to the IRB for support with your submission at any point during your application process at irbprotocolsubmissions@baystatehealth.org**.

November 2026 – January 2028 Meeting Dates

Submission Deadline for IRB	Meeting Date for IRB
October 9, 2026	November 11, 2026
November 6, 2026	December 9, 2026
December 11, 2026	January 13, 2027
January 8, 2027	February 10, 2027
February 5, 2027	March 10, 2027
March 12, 2027	April 14, 2027
April 9, 2027	May 12, 2027
May 7, 2027	June 9, 2027
June 11, 2027	July 14, 2027
July 9, 2027	August 11, 2027
August 6, 2027	September 8, 2027
September 10, 2027	October 13, 2027
October 8, 2027	November 10, 2027
November 5, 2027	December 8, 2027
December 10, 2027	January 12, 2028

The **IRB** meets on the 2nd Wednesday of the month from 7:00 AM – 9:00 AM.

Meeting Schedule & Deadlines for Continuing Review: Institutional Review Board

Study teams should submit at minimum one week prior to the deadline date listed below. This is because submissions need to be reviewed by an IRB analyst and unlocked for the study team to fix errors. A submission cannot be assigned to an agenda if there are incorrect or missing items. 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. **Please reach out to the IRB for support with your submission at any point during your application process at irbprotocolsubmissions@baystatehealth.org**.

November 2026 – January 2028 Meeting Dates

Submission Deadline for IRB	Meeting Date for IRB
October 26, 2026	November 11, 2026
November 23, 2026	December 9, 2026
December 28, 2026	January 13, 2027
January 25, 2027	February 10, 2027
February 22, 2027	March 10, 2027
March 29, 2027	April 14, 2027
April 26, 2027	May 12, 2027
May 24, 2027	June 9, 2027
June 28, 2027	July 14, 2027
July 26, 2027	August 11, 2027
August 23, 2027	September 8, 2027
September 27, 2027	October 13, 2027
October 25, 2027	November 10, 2027
November 22, 2027	December 8, 2027
December 27, 2027	January 12, 2028

The **IRB** meets on the 2nd Wednesday of the month from 7:00 AM – 9:00 AM.