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**.

August 2025 - September 2025 Meeting Dates

Submission Deadline for Wednesday IRB	Meeting Date for Wednesday IRB	Submission Deadline for Monday IRB	Meeting Date for Monday IRB
July 11, 2025	August 13, 2025	July 23, 2025	August 25, 2025
August 8, 2025	September 10, 2025	August 20, 2025	September 22, 2025

The **Wednesday IRB (board 2)** meets in the 2nd Wednesday of the month from 7:30 AM – 9:00 AM.
(Effective October 1, 2025, the meetings will run from 7:00 AM – 9:00 AM)

The **Monday IRB (board 1)** meets the 4th Monday of the month* from 3:00 PM - 5:00 PM. (This committee will end effective September 30, 2025.)

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**.

August 2025 - September 2025 Meeting Dates

Submission Deadline for Wednesday IRB	Meeting Date for Wednesday IRB	Submission Deadline for Monday IRB	Meeting Date for Monday IRB
July 28, 2025	August 13, 2025	August 8, 2025	August 25, 2025
August 25, 2025	September 10, 2025	September 5, 2025	September 22, 2025

The **Wednesday IRB (board 2)** meets in the 2nd Wednesday of the month from 7:30 AM – 9:00 AM.
(Effective October 1, 2025, the meetings will run from 7:00 AM – 9:00 AM)

The **Monday IRB (board 1)** meets the 4th Monday of the month* from 3:00 PM - 5:00 PM. (This committee will end effective September 30, 2025.)