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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**.

October 2025 – January 2027 Meeting Dates

Submission Deadline for IRB	Meeting Date for IRB
September 5, 2025	October 8, 2025
October 10, 2025	November 12, 2025
November 7, 2025	December 10, 2025
December 12, 2025	January 14, 2026
January 9, 2026	February 11, 2026
February 6, 2026	March 11, 2026
March 6, 2026	April 8, 2026
April 10, 2026	May 13, 2026
May 8, 2026	June 10, 2026
June 5, 2026	July 8, 2026
July 10, 2026	August 12, 2026
August 7, 2026	September 9, 2026
September 11, 2026	October 14, 2026
October 9, 2026	November 11, 2026
November 6, 2026	December 9, 2026
December 11, 2026	January 13, 2027

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**.

October 2025 – January 2027 Meeting Dates

Submission Deadline for IRB	Meeting Date for IRB
September 22, 2025	October 8, 2025
October 27, 2025	November 12, 2025
November 24, 2025	December 10, 2025
December 29, 2025	January 14, 2026
January 26, 2026	February 11, 2026
February 23, 2026	March 11, 2026
March 23, 2026	April 8, 2026
April 27, 2026	May 13, 2026
May 22, 2026	June 10, 2026
June 22, 2026	July 8, 2026
July 27, 2026	August 12, 2026
August 24, 2026	September 9, 2026
September 28, 2026	October 14, 2026
October 26, 2026	November 11, 2026
November 23, 2026	December 9, 2026
December 28, 2026	January 13, 2027

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