Baystate Health | UMass Chan MEDICAL SCHOOL

## 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**.

## 2025 Meeting Dates

| Submission Deadline for Wednesday IRB | Meeting Date for Wednesday IRB | Submission Deadline for Monday IRB | Meeting Date for Monday IRB |
|---|---|---|---|
| December 6, 2024 | January 8, 2025 | December 24, 2024 | January 27, 2025 |
| January 10, 2025 | February 12, 2025 | January 22, 2025 | February 24, 2025 |
| February 7, 2025 | March 12, 2025 | February 19, 2025 | March 24, 2025 |
| March 7, 2025 | April 9, 2025 | March 26, 2025 | April 28, 2025 |
| April 11, 2025 | May 14, 2025 | April 16, 2025 | May 19, 2025* |
| May 9, 2025 | June 11, 2025 | May 21, 2025 | June 23, 2025 |
| June 6, 2025 | July 9, 2025 | June 25, 2025 | July 28, 2025 |
| July 11, 2025 | August 13, 2025 | July 23, 2025 | August 25, 2025 |
| August 8, 2025 | September 10, 2025 | August 20, 2025 | September 22, 2025 |
| September 5, 2025 | October 8, 2025 | September 24, 2025 | October 27, 2025 |
| October 10, 2025 | November 12, 2025 | October 22, 2025 | November 24, 2025 |
| November 7, 2025 | December 10, 2025 | November 19, 2025 | December 22, 2025 |

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)

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## Meeting Schedule & Deadlines for Continuing Review: Institutional Review Board

At the time of New Study approval, based on risk level, Baystate IRB will assign a study to a committee (Board 1- Blue, or Board 2-Red). The committee that the study is assigned to will be listed on the initial approval letter. This means that the study will continue to be reviewed by the board it is assigned to for the life of the study. A study that was initially reviewed at Board 1 cannot be reviewed for continuation at Board 2, and vice a versa.

**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**.

## 2025 Meeting Dates

| Submission Deadline for Wednesday IRB | Meeting Date for Wednesday IRB | Submission Deadline for Monday IRB | Meeting Date for Monday IRB |
|---|---|---|---|
| December 20, 2024 | January 8, 2025 | January 10, 2025 | January 27, 2025 |
| January 27, 2025 | February 12, 2025 | February 7, 2025 | February 24, 2025 |
| February 24, 2025 | March 12, 2025 | March 7, 2025 | March 24, 2025 |
| March 24, 2025 | April 9, 2025 | April 11, 2025 | April 28, 2025 |
| April 28, 2025 | May 14, 2025 | May 2, 2025 | May 19, 2025* |
| May 23, 2025 | June 11, 2025 | June 6, 2025 | June 23, 2025 |
| June 23, 2025 | July 9, 2025 | July 11, 2025 | July 28, 2025 |
| July 28, 2025 | August 13, 2025 | August 8, 2025 | August 25, 2025 |
| August 25, 2025 | September 10, 2025 | September 5, 2025 | September 22, 2025 |
| September 22, 2025 | October 8, 2025 | October 10, 2025 | October 27, 2025 |
| October 27, 2025 | November 12, 2025 | November 7, 2025 | November 24, 2025 |
| November 24, 2025 | December 10, 2025 | December 5, 2025 | December 22, 2025 |

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)