



## 2022 SCHEDULE OF FULL BOARD REVIEW MEETINGS AND SUBMISSION DEADLINES FOR FULL BOARD REVIEW

Version: October 2021

The Institutional Review Board (IRB) meetings take place **every fourth Tuesday** of the month (with adjustments around holidays, if necessary). The deadline for submission is two weeks prior to the meeting, the **second Tuesday of the month\***. Protocols that require full board review are shared with the IRB a week prior to the scheduled meeting. Only **complete submission packages** can be shared with the IRB.

*\* Please note modifications/clarifications are often necessary before the study materials are ready for a full board review. As such, researchers should plan for at least one week of revising protocol documents before the submission deadline. For example, if you wish to have your protocol reviewed during the February 22, 2022 full board meeting, you would ideally aim to submit your initial protocol by February 1 and no later than February 8, the final submission deadline.*

Incomplete protocols, or those received after the submission deadline, will not be reviewed by the full board until the following month.

While it is not possible to anticipate the amount of time it will take to obtain IRB approval, on average, it takes 1.5 months from the date of a complete submission package to receive full board approval but it can take up to 3 months, depending on the amount and type of revisions required. No research activities may commence prior to IRB approval, so please plan accordingly.

The 2022 schedule of IRC IRB meetings and submission deadlines for full board review each month are listed below.

If you have any questions or concerns about the schedule calendar listed below (or any other questions about the IRB process and research ethics in general), please contact the IRC Institutional Review Board Administrator, at [humansubjects@rescue.org](mailto:humansubjects@rescue.org).

JANUARY
Suggested pre-submission deadline for initial review by IRB Administrator: <b>January 4, 2022</b>
Submission Deadline* for Full Board Review: <b>January 11, 2022</b>
Full Board Review Meeting: <b>January 25, 2022</b>
FEBRUARY
Suggested pre-submission deadline for initial review by IRB Administrator: <b>February 1, 2022</b>
Submission Deadline* for Full Board Review: <b>February 8, 2022</b>
Full Board Review Meeting: <b>February 22, 2022</b>
MARCH

Suggested pre-submission deadline for initial review by IRB Administrator: <b>March 1, 2022</b>
Submission Deadline* for Full Board Review: Tuesday, <b>March 8, 2022</b>
Full Board Review Meeting: <b>March 22, 2022</b>
<b>APRIL</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>April 5, 2022</b>
Submission Deadline* for Full Board Review: <b>April 12, 2022</b>
Full Board Review Meeting: <b>April 26, 2022</b>
<b>MAY</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>May 3, 2022</b>
Submission Deadline* for Full Board Review: <b>May 10, 2022</b>
Full Board Review Meeting: <b>May 24, 2022</b>
<b>JUNE</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>June 7, 2022</b>
Submission Deadline* for Full Board Review: <b>June 14, 2022</b>
Full Board Review Meeting: <b>June 28, 2022</b>
<b>JULY</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>July 5, 2022</b>
Submission Deadline* for Full Board Review: <b>July 12, 2022</b>
Full Board Review Meeting: <b>July 26, 2022</b>
<b>AUGUST</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>August 2, 2022</b>
Submission Deadline* for Full Board Review: <b>August 9, 2022</b>
Full Board Review Meeting: <b>August 23, 2022</b>
<b>SEPTEMBER</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>September 6, 2022</b>
Submission Deadline* for Full Board Review: <b>September 13, 2022</b>
Full Board Review Meeting: <b>September 27, 2022</b>
<b>OCTOBER</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>October 4, 2022</b>
Submission Deadline* for Full Board Review: <b>October 11, 2022</b>
Full Board Review Meeting: <b>October 25, 2022</b>
<b>NOVEMBER</b>
Suggested pre-submission deadline for initial review by IRB Administrator: <b>November 1, 2022</b>
Submission Deadline* for Full Board Review: <b>November 8, 2022</b>

Full Board Review Meeting: **November 22, 2022**

**DECEMBER**

Pre-submission deadline for initial review by IRB Administrator: **November 29, 2022**

Submission Deadline\* for Full Board Review: **December 6, 2022**

Full Board Review Meeting: **Thursday, December 15, 2022**