



2015 IRB Meeting Schedule and Deadlines

Meeting Date	Materials Deadline	Mail Date to Board
January 13, 2015	December 23, 2014	December 30, 2014
February 10, 2015	January 20, 2015	January 27, 2015
March 10, 2015	February 17, 2015	February 24, 2015
April 14, 2015	March 24, 2015	March 31, 2015
May 12, 2015	April 21, 2015	April 28, 2015
June 9, 2015	May 19, 2015	May 26, 2015
July 14, 2015	June 23, 2-15	June 30, 2015
August 11, 2015	July 21, 2015	July 28, 2015
September 8, 2015	August 18, 2015	August 25, 2015
October 13, 2015	September 22, 2015	September 29, 2015
November 10, 2015	October 20, 2015	October 27, 2015
December 8, 2015	November 17, 2015	November 24, 2015

All meetings of the IRB are held the second Tuesday of the month at 7:30 a.m. in the Executive Conference Room, A-level Administration, The Christ Hospital.

When investigators determine that they have a protocol to be presented, they are to call the IRB office at 585-2298 to procure a protocol number, **which number must be placed BOLDLY on the top right corner of the front sheet of each packet of the research outline.** The packet is comprised of the IRB coversheet, IRB Study Application, the informed consent, full or partial waiver (if applicable) and drug data form if required. In addition, **3** copies of the sponsor's/investigator's brochure should be provided to the IRB at that time. The original protocol plus 17 copies must be submitted.

Investigators who have new protocols on the agenda are asked to attend the meeting when their study is presented in order to give a brief explanation of the protocol and to answer questions from the board members. Appointed times for presentations will be given prior to the meeting.

*Date has been moved from Tuesday to Monday due to the holidays.