



2020 IRB Meeting Schedule and Deadlines

Meeting Date	Materials Deadline	Mail Date to Board
January 14, 2020	December 23, 2019*	December 30, 2019*
February 11, 2020	January 21, 2020	January 28, 2020
March 10, 2020	February 18, 2020	February 25, 2020
April 14, 2020	March 24, 2020	March 31, 2020
May 12, 2020	April 21, 2020	April 28, 2020
June 9, 2020	May 19, 2020	May 26, 2020
July 14, 2020	June 23, 2020	June 30, 2020
August 11, 2020	July 21, 2020	July 28, 2020
September 8, 2020	August 18, 2020	August 25, 2020
October 13, 2020	September 22, 2020	September 29, 2020
November 10, 2020	October 20, 2020	October 27, 2020
December 8, 2020	November 17, 2020	November 24, 2020

*Due to holiday, materials deadline and mail date are moved to Monday.

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.