The IRB meets on the third Wednesday of each month. The deadline for applications to the IRB requiring full-board consideration is the last working Wednesday of the month prior to the next month’s meeting, with no exceptions. Should the IRB receive more applications than can be safely considered and thoroughly discussed at an upcoming meeting, the Chair has the authority to delay review of some studies until the next available meeting. These decisions may be made, for example, upon time of receipt of the applications or number of applications received from an investigator or unit of the institution. Studies eligible for expedited review will be received throughout the month and given consideration as soon as possible.

The IRB office prepares an agenda and an official notification of the time and place of the meeting under the direction of the Chair. The agenda, previous month’s minutes, new applications, continuing review applications, adverse event packets, and significant amendments to on-going protocols are distributed at least one week in advance of the meeting to all members of the Board. This book also contains a listing of new and re-approved studies reviewed and approved through expedited procedures by the IRB Chair or the Chair’s designee. All other approvals made by the Chair through expedited procedures; e.g., minor amendments and SAEs not requiring Full-Board review are presented to the Board at the Full-Board meeting.