



2018 IRB Meeting Schedule and Deadlines

Meeting Date	Materials Deadline	Mail Date to Board
January 9, 2018	December 19, 2017	December 26, 2017
February 13, 2018	January 23, 2018	January 30, 2018
March 13, 2018	February 20, 2018	February 27, 2018
April 10, 2018	March 20, 2018	March 27, 2018
May 8, 2018	April 17, 2018	April 24, 2018
June 12, 2018	May 22, 2018	May 29, 2018
July 10, 2018	June 19, 2018	June 26, 2018
August 14, 2018	July 24, 2018	July 31, 2018
September 11, 2018	August 21, 2018	August 28, 2018
October 9, 2018	September 18, 2018	September 25, 2018
November 13, 2018	October 23, 2018	October 30, 2018
December 11, 2018	November 20, 2018	November 27, 2018

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.