

AAH IRB MEETING SCHEDULE

NEW SUBMISSIONS – The AAH RSPP/IRB requires a processing and pre-review period of 6 weeks for studies that require convened board review. This means that your new submissions to the AAH IRB must be submitted no less than 6 weeks prior to the meeting date on which you are requesting IRB review. If your submission is not complete, it will not be accepted by the RSPP, and therefore inclusion on the requested meeting agenda is not guaranteed. We reserve the right to move a submission to a later meeting as necessary. You will be notified if your submission is moved.

CONTINUING REVIEWS – The study contact will be notified by IRBNet when the research study is due to expire. Notifications will be sent by the IRBNet system at 75, 45, and 15 days prior to study expiration, as well as a ‘cease research activity’ notification on the date of expiration. It is the study team’s responsibility to ensure that the RSPP Office has sufficient time to conduct a pre-review of the continuing review application prior to the convened board meeting and allow ample time for the study materials to be provided to the IRB members prior to the assigned IRB meeting. Therefore, you should plan on submitting a completed continuing review application (found in the IRBNet library) **no less than 4 weeks prior to the last AAH IRB meeting before study expiration**. For example, if your study expires on 5/3/23, the study will need to be reviewed by the convened board no later than the 4/18/23 meeting to prevent a lapse in IRB oversight. This means that you need to return the completed continuing review form by 3/7/2023 to allow time for the RSPP Office to conduct a pre-review and schedule the CR for the 4/18/23 meeting. In an ideal situation you would allow for a two-meeting cushion between submission and study expiration – just in case the IRB has issues with quorum or problems with the study requiring conditional approval (NOTE: all conditions of IRB approval must be met before study expiration). In this example it means that ideally the study would be reviewed by the convened board at the 4/5/23 meeting – which would require that the completed continuing review is submitted for pre-review no later than 2/22/23. It is your choice if you wish to allow for this cushion.

2023 MEETING DATES

1st Wednesday at 11:30 a.m. – 1:00 p.m.
3rd Tuesday at 7:00 a.m. – 8:30 a.m.

MEETING DATES	SUBMISSION DEADLINE
January 4, 2023 (W)	November 23, 2022
January 17, 2023 (T)	December 6, 2022
February 1, 2023 (W)	December 28, 2022
February 21, 2023 (T)	January 10, 2023
March 1, 2023 (W)	January 18, 2023
March 21, 2023 (T)	February 7, 2023
April 5, 2023 (W)	February 22, 2023
April 18, 2023 (T)	March 7, 2023
May 3, 2023 (W)	March 22, 2023
May 16, 2023 (T)	April 4, 2023
June 7, 2023 (W)	April 26, 2023
June 20, 2023 (T)	May 9, 2023
July 5, 2023 (W)	May 24, 2023
July 18, 2023 (T)	June 6, 2023
August 2, 2023 (W)	June 21, 2023
August 15, 2023 (T)	July 4, 2023

September 6, 2023 (W)	July 26, 2023
September 19, 2023 (T)	August 8, 2023
October 4, 2023 (W)	August 23, 2023
October 17, 2023 (T)	September 5, 2023
November 1, 2023 (W)	September 20, 2023
November 21, 2023 (T)	October 10, 2023
December 6, 2023 (W)	October 25, 2023
December 19, 2023 (T)	November 7, 2023