

Columbia University Institutional Review Board
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To: Faculty, Student and Staff of Research Projects that Involve the Use of Human Subjects

From: Joyce Plaza, Manager, Morningside IRB Office

**Subject: Protocol Submission Deadlines & IRB Convened Meeting Dates:
July through December 2013**

Institutional Review Board (IRB) review and approval must be obtained prior to initiating any research that involves human subjects. IRB approval is required whether the research is funded or unfunded.¹

Researchers are advised to submit their research protocols well in advance of the anticipated start date in order to give the IRB ample time to review the protocol and the researcher to respond to any questions that may arise. Research projects involving human subjects that require **full board** review (require approval determination by a convened meeting of the IRB) must be submitted electronically through RASCAL no later than two weeks prior to a meeting date. Below are the IRB meeting dates as well as the protocol submission deadline dates.

Protocol Submission Deadline	IRB Convened Meeting Date
Thursday, June 27, 2013	Thursday, July 11, 2013
Thursday, July 11, 2013	Thursday, July 25, 2013
Thursday, July 25, 2013	Thursday, August 8, 2013
Thursday, August 8, 2013	Thursday, August 22, 2013
Thursday, August 22, 2013	Thursday, September 5, 2013
Thursday, September 5, 2013	Thursday, September 19, 2013
Thursday, September 19, 2013	Thursday, October 3, 2013
Thursday, October 3, 2013	Thursday, October 17, 2013
Thursday, October 17, 2013	Thursday, October 31, 2013
Thursday, October 31, 2013	Thursday, November 14, 2013
Thursday, November 21, 2013	Thursday, December 5, 2013
Thursday, December 5, 2013	Thursday, December 19, 2013

For research projects that meet the criteria for either **exempt research**² or **expedited review**³, there are no specific deadlines; however, it is strongly advised that investigators submit the application materials at least one month prior to the start of the research to allow for any revisions requested by the IRB.

¹ Code of Federal Regulations Title 45: Public Welfare: Part 46: Protection of Human Subjects (45 CFR 46)

² See 45 CFR 46.101(b)

³ See 45 CFR 46.110