

2024-2025 IRB Meeting Schedule

DAY: First Wednesday of each month (except January and July)
TIME: 10:00 AM

Research studies **involving more than minimal risks for participants or prisoners** require review by the convened IRB (Full Board level review).¹ Full Board applications, including all support documents (application, informed consent documents, recruiting materials, data collection instruments, debriefing statements, etc.), must be submitted by the deadlines indicated below for each meeting.^{2,3}

A consultation with the IRB Manager is required before submitting your Full Board application. Please send a meeting request to IRB@clemsun.edu to schedule the consultation.

MEETING DATES	SUBMISSION DEADLINES
September 4, 2024	June 30, 2024
October 2, 2024	July 31, 2024
November 6, 2024	August 31, 2024
December 4, 2024	September 30, 2024
January 8, 2025	October 31, 2024
February 5, 2025	November 30, 2024
March 5, 2025	December 31, 2024
April 2, 2025	January 31, 2025
May 7, 2025	February 28, 2025
June 4, 2025	March 31, 2025
July 9, 2025	April 30, 2025
August 6, 2025	May 31, 2025

¹ There are no deadlines for submitting studies under the other review levels (Exempt, Expedited). The IRB Office requests that you submit these application types at least thirty (30) to forty-five (45) days before your proposed study start date. More information is available on the [IRB forms page](#).

² Please note that the approval of international research may require additional time due to requirements in other countries, arranging appropriate local context reviews, negotiation of Individual Investigator Agreements, and geographical and communication constraints. The IRB Office requests that you submit your IRB application at least three (3) to six (6) months before your proposed study start date. Refer to the [FAQ page](#) for more information.

³ Cooperative review research projects involving multiple institutions/organizations, especially other institutions/organizations that have a local registered IRB, may require additional time due to negotiating IRB Authorization Agreements (reliance agreements) and communications with additional parties. Please contact the IRB Office at IRB@clemsun.edu to discuss how to best manage the review of cooperative review research studies.