
From: Institutional Review Board, BSD
Sent: Friday, November 22, 2013 4:30 PM
To: 'irbcontacts@lists.uchicago.edu' (irbcontacts@lists.uchicago.edu)
Cc: IRB-office-DL; OCR-office-DL
Subject: Continuing Review submission dates
Attachments: irb-meeting-dates-CRs.pdf

Good afternoon,

In response to researcher feedback and as a result of some internal process improvement initiatives, the IRB office will be revising its deadlines for submission of continuing reviews. Our office has received feedback that the time between renewal submission and approval is too long, and that this runs the risk of information being outdated by the time it is reviewed by the IRB. In particular, we have heard that expedite continuing reviews are required to be submitted too far in advance of the expiration date.

Therefore, as of January 1, 2014, the submission deadlines for **full review** continuing reviews have set closer to the meeting date at which the renewal is expected to be renewed. Note that the deadlines for full review allow one week for review by our office, one week for response from the researcher to any administrative comments, and one week for review by the IRB members prior to the meeting. As an example, the deadline for the February 18th IRB meeting is January 24th, three weeks before the meeting.

In addition, as of January 1, 2014 the submission deadlines for **expedited review** continuing reviews are now given as a range of dates. These dates are now set closer to the expiration date for the study, while still allowing time to schedule a submission for full review at a meeting, should full review be required for any reason. The IRB office requests that continuing reviews be submitting within this time range to avoid early processing (which runs the risk of information becoming out of date) and to avoid late processing (which runs the risk of study expiration). Researchers may submit at any time on or between the dates given as they relate to the expiration date of the study for which renewal is requested.

Deadline dates for continuing reviews are based on the expiration date of the study in order to give the IRB office and reviewers sufficient time to process and review a submission prior to study expiration. Please use the expiration date of each particular study for which renewal is requested to determine the appropriate timeline for submission of the continuing review.

Researchers should note that these revisions to the deadlines will impact the IRB office's ability to accept late submissions. The IRB cannot guarantee that late submissions of renewals will be reviewed, and studies may expire if continuing review materials are not received on time.

Continuing review deadlines are attached to this email. Current deadlines are always posted on the IRB website at:

<http://bsdird.bsd.uchicago.edu/meetings/index.html>

Please contact the IRB office if you have questions about whether a continuing review should be submitted for a full or expedite deadline: http://bsdird.bsd.uchicago.edu/contact_us.html

Please also feel free to contact us about other continuing review or other submission questions. Thank you.

Office of the BSD/UCMC Institutional Review Boards
Office of Clinical Research
Biological Sciences Division
<http://bsdird.bsd.uchicago.edu/>