



VA NORTHEAST OHIO HEALTHCARE SYSTEM
U.S. DEPARTMENT OF VETERANS AFFAIRS
10701 EAST BOULEVARD
CLEVELAND, OH 44106

IRB SUBMISSION DEADLINES

Effective January 2022, the IRB office will no longer have a meeting cutoff deadline. Submissions that are to be reviewed at a full Board meeting, must be submitted 45 days prior to the meeting in which the action is to be reviewed. Continuing Reviews must be reviewed and approved prior to the project's expiration date. The expiration date is always listed on approval documents from the IRB.

Full Board Projects: Continuing Reviews and Modification request must be submitted a minimum of 45 days in advance of the Board meeting date, for consideration at the corresponding meeting.

Expedited Review Projects: Expedited Continuing Reviews are to be submitted 30-45 days prior to the project expiration date.

Expedited Modifications: Please allow 45 days for processing and approval.

Progress Reports: Due 30 days prior to the anniversary date of approval. Progress reports are required annually for all Expedited Review studies subject to the 2018 Common Rule.

All submissions: IRB submissions are reviewed on a first-come, first-served basis. If you have a time-sensitive submission, please contact your IRB administrative office prior to submitting; the IRB will do their best to accommodate your request. Additionally, please inform the IRB of any deadlines or time constraints within the submission.

Full Board studies no longer enrolling participants may qualify for expedited review. To find out whether your human subject research project is eligible for expedited review, please contact the IRB Admin. office.

Expedited Review is performed when the human subject research poses minimal risk and the research procedures fit into one or more of the federally defined Expedited review categories.

Applications and related study materials must be submitted by the "Submission Deadline" for consideration at the corresponding meeting. Assignment to an agenda is not automatic and may vary depending on the quality and completeness of the submission, complexity of the project, required sub-committee reviews, responsiveness of the PI to clarifications requested from the IRB review specialist, and attaining quorum at the monthly meeting.

As always, the IRB will continue to accommodate unforeseen situations as they arise. Please contact the IRB office if you need assistance or further guidance.

Thank you,

VANEOHS IRB