

**WALTER REED ARMY INSTITUTE OF RESEARCH (WRAIR)
INSTITUTIONAL REVIEW BOARD (IRB) MEETING DATES
CY 2023**

<u>SUBMISSION DEADLINE</u>	<u>IRB MEETING</u>	<u>SUBMISSION DEADLINE</u>	<u>IRB MEETING</u>
14 December 2022	11 January 2023	21 June 2023	12 July 2023
18 January 2023	08 February 2023	19 July 2023	09 August 2023
15 February 2023	08 March 2023	23 August 2023	13 September 2023
22 March 2023	12 April 2023	20 September 2023	11 October 2023
19 April 2023	10 May 2023	18 October 2023	08 November 2023
24 May 2023	14 June 2023	15 November 2023	13 December 2023

In order for a protocol to be considered for review during one of the listed IRB meeting dates, the following criteria must be met by the corresponding submission deadline:

1) qualify as a complete submission; 2) scientific review approval has been received; and 3) the study team has adequately responded to each point in the Protocol Evaluation Form (PEF). The study team is expected to provide justification for any PEF comments that are not addressed.

Please reference WRAIR policy #24, which includes a submission checklist and supplemental international information form, to meet the initial submission requirements:

<https://wrairtranet.med.ds.osd.mil/Polycys/WRAIR%20Policy%2024,%20Submission%20of%200Protocols%20Involving%20Human%20Subjects,%20Human%20Information%20or%20Biospecimens,%20for%20Scientific%20and%20Ethical%20Review.pdf>

Meetings are held the 2nd Wednesday of each month at 9 a.m. – 12 p.m. in person and virtually. The Principal Investigator (or knowledgeable representative) may be asked to attend the IRB meeting at which his/her/their study will be reviewed. The PI/representative should be prepared to give a brief summary of the study and answer the IRB's questions.

Please call or email the HSPB if you plan to submit a protocol for IRB review or if you have any questions. **Please be sure to communicate any outside deadlines to the HSPB as early in the review process as possible.**

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