

June 9, 2009

MEMORANDUM

TO: Department Chairs and Directors of Graduate Studies

FR: Sandra K. Arntz, Assistant Vice President for Research  
Office of Research Compliance

RE: Institutional Review Board (IRB) Meeting Schedule for 2009/2010

IRB meeting dates to review research involving the use of human subjects have been scheduled for the 2009/2010 academic period. The meetings are held on Wednesdays at noon in Lowden 304. Meeting dates and deadlines for submission of applications to each IRB are as follows:

<b>IRB #2</b>		<b>IRB #1</b>	
<b>Meeting Date</b>	<b>Application Deadline (only relevant for projects needing full board review)</b>	<b>Meeting Date</b>	<b>Application Deadline (only relevant for projects needing full board review)</b>
August 12, 2009	August 3, 2009	August 26, 2009	August 17, 2009
September 9, 2009	August 31, 2009	September 23, 2009	September 14, 2009
October 14, 2009	October 5, 2009	October 28, 2009	October 19, 2009
November 18, 2009	November 9, 2009	No November meeting	
December 9, 2009	November 30, 2009	No December meeting	
No January meeting		January 20, 2010	January 11, 2010
February 10, 2010	February 1, 2010	February 24, 2010	February 15, 2010
No March meeting		March 24, 2010	March 15, 2010
April 14, 2010	April 5, 2010	April 28, 2010	April 19, 2010
May 12, 2010	May 3, 2010	May 26, 2010	May 17, 2010
June 9, 2010	June 1, 2010	June 23, 2010	June 14, 2010
July 14, 2010	July 6, 2010	July 28, 2010	July 19, 2010
August 11, 2010	August 2, 2010	August 25, 2010	August 16, 2010

Please remind investigators that all research projects involving the use of human subjects, regardless of source of funding, must have IRB review and approval **before** data collection can begin. Projects designated as qualifying for one of the exempt categories by the departmental reviewer must also first be approved by the IRB via the administrative review process prior to data collection. Encourage researchers to submit their application forms to the departmental reviewer prior to being forwarded to the Office of Research Compliance, 301 Lowden Hall, so that the paperwork can be disseminated to the IRB members in time for their review prior to the meeting. Please encourage applicants to access the ORC website ([www.orc.niu.edu](http://www.orc.niu.edu)) for forms, helpful information, and samples.

If you have any questions please feel to call me at 753-8524 or Jeanette Gommel at 753-8588.

cc: IRB members