

Metrocare Services 2025 IRB Full Board Meeting Schedule

IRB submissions (new protocols, renewals, or modifications) MAY require full board review and will be considered for approval at convened meetings of the IRB. To ensure adequate time for review and consideration, submissions should be submitted to the IRB in Cayuse HE by the deadlines below.

Pre-screening by the ACER research office staff may identify revisions required by the investigator. These revisions could delay the full board review. Please plan accordingly. IRB meets every 2nd Tuesday of the month, and submissions are due two full weeks (10-11 business days) before the scheduled IRB meeting, as noted below.

Please note: While we strive to review submissions according to the below schedule, there is always the possibility, albeit rare, that the IRB does not make a quorum. If this occurs, you will be informed ASAP of the delay and the updated date for review.

Submission Deadlines	Metrocare Services IRB Board Meetings
Monday, December 30, 2024	Tuesday, January 14, 2025
Monday, January 27, 2025	Tuesday, February 11, 2025
Monday, February 24, 2025	Tuesday, March 11, 2025
Monday, March 24, 2025	Tuesday, April 8, 2025
Monday, April 28, 2025	Tuesday, May 13, 2025
Tuesday, May 27, 2025*	Tuesday, June 10, 2025
Monday, June 23, 2025	Tuesday, July 8, 2025
Monday, July 28, 2025	Tuesday, August 12, 2025
Monday, August 25, 2025	Tuesday, September 9, 2025
Monday, September 29, 2025	Tuesday, October 14, 2025
Monday, October 27, 2025	Tuesday, November 11, 2025
Monday, November 24, 2025	Tuesday, December 9, 2025
Monday, December 29, 2025	Tuesday, January 13, 2026

*Due to a national recognized holiday falling on Monday, submissions will be due the following day Tuesday.

If you have completed IRB with another institution, please make sure all submitted materials related to your approval are included in your Cayuse submission. Missing information can delay the process.

If you have any questions related to the Metrocare Services IRB, contact the ACER Research Office at 214-743-1202 or email us at ACERresearch@metrocareservices.org. Please allow up to 24 business hours for a response.