

2025 IBC Meeting Schedule and Submission Deadlines

IBC Externally Administered by Clinical Biosafety Services



Meeting Date	Deadline for Submissions
2/4/2025	1/7/2025
2/18/2025	1/21/2025
3/4/2025	2/4/2025
3/18/2025	2/18/2025
4/1/2025	3/4/2025
4/15/2025	3/18/2025
5/6/2025	4/8/2025
5/20/2025	4/22/2025
6/3/2025	5/6/2025
6/17/2025	5/20/2025
7/1/2025	6/3/2025
7/15/2025	6/17/2025
8/5/2025	7/8/2025
8/19/2025	7/22/2025
9/2/2025	8/5/2025
9/16/2025	8/19/2025
10/7/2025	9/9/2025
10/21/2025	9/23/2025
11/4/2025	10/7/2025
11/18/2025	10/21/2025
12/2/2025	11/4/2025
12/16/2025	11/18/2025

Meetings are the FIRST and THIRD Tuesday of Every Month

Submission Requirements:

- **Submission deadline is 4 weeks prior to meeting date.** Submissions received after the deadline will be scheduled for the next available meeting date.
- **Successful submission includes the following documents:** updated clinical study documents, iRIS submission form (including sponsor contact and verifiable billing contact for study expenses), and site-specific documents (e.g. completed Annual Review Report if study is due for annual review).

To ensure that the IBC meeting runs within the allotted time, the number of initial studies to be reviewed in a meeting will be limited to 4. Initial study reviews will be expedited preferentially over annual renewal reviews such that if 4 initial reviews are submitted before a meeting, an annual will be reviewed at the next available meeting.