

January 26, 2016

To: ULM Faculty/Staff and Students

From: Office of Sponsored Programs and Research



RE: IRB Deadlines for Spring 2016

Spring 2016 deadlines for submission of complete proposals seeking approval for studies using human subjects are outlined in the table below.

Proposals must be submitted by:	To be considered for the meeting on:
Tuesday, February 9, 2016	Tuesday, February 16, 2016
Tuesday, March 8, 2016	Tuesday, March 15, 2016
Tuesday, April 19, 2016	Tuesday, April 26, 2016

Important note:

Submission of a proposal to the Office of Sponsored Programs and Research does not ensure or guarantee review by the board. The board will review only those proposals that have met necessary prerequisites. These prerequisites include but are not limited to:

- **EFFECTIVE IMMEDIATELY:** Completion of approved training of all involved on the project must be completed PRIOR to submission and only training completed in affiliation with ULM will be acceptable; otherwise, the proposal will be returned to the Principal Investigator without a review and no decision rendered from the IRB Committee);
- All necessary and original signatures of all involved on the project; and,
- Inclusion of all forms and documents required by the University.