



University of California
San Francisco

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Nov 2, 2018

To: Investigators and Staff

Re: IRB and OCR Holiday Schedules

1. IRB Limited Meeting Schedule: Impact on Studies Expiring in November, December, January

Please note that there will be fewer IRB meetings in November, December, and January because of the holiday schedule. **If your study is set to expire in November, December, or January, please submit your continuing review well in advance.** Meeting dates for the rest of 2018 and 2019 can be found at the following link: <http://irb.ucsf.edu/irb-rosters-meeting-dates> ^[1]

Please contact the IRB at 415-476-1814 or irb@ucsf.edu ^[2] with any questions.

2. Office of Clinical Research (OCR) Closure Dates and Deadlines The OCR will be closed from December 24th through January 1st, 2019 for the Winter Holidays. They will re-open Wednesday, January 2nd, 2019.

Please plan accordingly and submit any study start-up needs as soon as possible prior to the calendar year-end. Required documents include: Protocol, Draft ICF, Draft Sponsor Budget, Draft CTA/Payment Terms and completed SOE grid.

Holiday Submission Deadlines for Study Start-up Services

Services	Date Received by OCR (on or before)	Date Completed by OCR (on or before)
OnCore Build and Coverage Analysis	November 2 nd , 2018	December 21 st , 2018
	November 3 rd – December 31 st , 2018	February 1 st , 2019

Please contact clinicalresearch@ucsf.edu [3] with any questions you may have about holiday closures or other study start-up needs.

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Links

[1] <http://irb.ucsf.edu/irb-rosters-meeting-dates>

[2] <mailto:irb@ucsf.edu>

[3] <mailto:clinicalresearch@ucsf.edu>