



## 2024 Scientific Review Committee (SRC) Meeting Dates and Submission Deadlines

### New Investigator-Initiated Trial Only Deadline

The SRC submission deadline is the 1st Thursday of the month for NEW Investigator-Initiated trials (IIT) at 12PM by the following dates.

Thursday, December 7, 2023  
Thursday, January 4, 2024  
Thursday, February 1, 2024  
Thursday, March 7, 2024  
Thursday, April 4, 2024  
Thursday, May 2, 2024  
Thursday, June 6, 2024  
\*Wednesday, July 3, 2024  
Thursday, August 1, 2024  
Thursday, September 5, 2024  
Thursday, October 3, 2024  
Thursday, November 7, 2024  
Thursday, December 5, 2024

### All IND Trial Submissions, and IIT CR and RFC Deadlines

All Industrial (IND) NEW trial submissions, IND and IIT Continuing Reviews (CR) and Request For Changes (RFC), by 12PM for the following dates.

Friday, December 22, 2023  
Friday, January 26, 2024  
Friday, February 23, 2024  
Friday, March 22, 2024  
Friday, April 26, 2024  
Friday, May 24, 2024  
Friday, June 21, 2024  
Friday, July 26, 2024  
Friday, August 23, 2024  
Friday, September 27, 2024  
Friday, October 25, 2024  
Friday, November 22, 2024  
\*Friday, December 20, 2024

### Scientific Review Committee Monthly Meeting Dates

SRC meetings are held on the 2nd Monday of each month.

Monday, January 08, 2024  
Monday, February 12, 2024  
Monday, March 11, 2024  
Monday, April 8, 2024  
Monday, May 13, 2024  
Monday, June 10, 2024  
Monday, July 8, 2024  
Monday, August 12, 2024  
Monday, September 9, 2024  
Monday, October 14, 2024  
Monday, November 11, 2024  
Monday, December 9, 2024  
Monday, January 13, 2025

\*Note: Due to the holidays, dates are shifted and noted in red.

**Submission Requirements:** Submissions must go through the electronic Protocol Review and Monitoring System (ePRMS) module in the Clinical Trial Management Systems (CTMS). Any personnel requiring ePRMS access must complete training to enable entry into the ePRMS module system in CTMS. The Protocol Review and Monitoring System (PRMS) Office and SRC are not responsible for delays in submission reviews if ePRMS training is pending.

**General Submission Guidelines:** The SRC submission deadline is generally the 1st Thursday of the month for new Investigator-Initiated trials or at the provided date of each month above for all Industrial trials and investigator-initiated submission types. It remains the responsibility of the PI to be aware of SRC deadlines if a submission requires review at the next meeting. Submissions that do not meet the submission deadline will only be reviewed at the next full committee meeting if the SRC Chair or Vice-Chair approves a formal request by the PI outlining the rationale for review at the next full committee meeting. The SRC Coordinator screens all submissions for completeness and accuracy. Only submissions that meet the minimum requirements may be accepted for review at the next full committee meeting at the discretion of the PRMS Administrator.

**Note:** All other trials, such as National Cooperative Groups (NCG), Multi-Institutional (Multi-Inst), and other Externally Peer Reviewed (EPR) submissions generally receive an expedited review by the SRC; therefore, the above deadlines do not apply.

Please direct all SRC-related questions to the SRC Coordinator at [laurel.ahlman@unmc.edu](mailto:laurel.ahlman@unmc.edu)/402-559-4935 or the PRMS office at [prms@unmc.edu](mailto:prms@unmc.edu).

Helpful Links:

[PRMS Website: Submission Forms, Policies, etc.](#)

[CTMS Website: CTMS Guides & Training Resources](#)