

## HREBA CLINICAL TRIALS COMMITTEE

### 2025 MEETING DATES AND SUBMISSION DEADLINES - REVISED

Except where indicated (\*), meetings are held on the 2nd Friday of the month and submission deadlines are **4:00 PM** on the **Tuesday** 2 weeks before the meeting. Please ensure your application is complete, the ICFs follow the CTC templates and please submit your application early.\*\*

**Please note there are no exceptions to the submission deadline.**

#### **\*\*HREBA Submission Management Policy**

Under exceptional circumstances and to ensure a quality review for each study submitted, the Health Research Ethics Board of Alberta (HREBA) may at times limit the number of studies reviewed at a committee meeting. As necessary, only 10 complete applications received prior to the submission deadline may be assigned to a meeting. If such a limitation is put in place, applicants of studies that are not being reviewed at that particular meeting will be notified. Note that submissions are administratively screened upon receipt. Those requiring revisions are not assigned to a meeting until the requested changes have been made.

#### **HREBA- Clinical Trials Committee meetings: Increasing to two meetings per month**

To help ensure timely review, the Clinical Trials Committee will now meet twice a month. The second meeting is to review **continuing and ongoing activities ONLY**.

Submission Deadline for New Applications (by 4:00 pm )	Meeting Date (Time: 9:00 a.m.)	2 <sup>nd</sup> Meeting Date Continuing/Ongoing Reviews ONLY (Time: 1:00 p.m.)
*Tuesday, December 17, 2024	Friday, January 10, 2025	
*Tuesday, February 4, 2025	*Friday, February 21, 2025	
Tuesday, February 25, 2025	Friday, March 14, 2025	
Tuesday, March 25, 2025	Friday, April 11, 2025	
Tuesday, April 22, 2025	Friday, May 09, 2025	
Tuesday, May 27, 2025	Friday, June 13, 2025	Friday, June 27, 2025
Tuesday, June 24, 2025	Friday, July 11, 2025	Friday, July 25, 2025
Tuesday July 22, 2025	Friday, August 08, 2025	Friday, August 22, 2025
Tuesday, August 26, 2025	Friday, September 12 2025	Friday, September 26, 2025
*Wednesday, October 1, 2025	*Friday, October 17, 2025	Friday, October 31, 2025
Tuesday, October 28, 2025	Friday, November 14, 2025	Friday, November 28, 2025
Tuesday, November 25, 2025	Friday, December 12, 2025	No 2 <sup>nd</sup> Meeting in December

**NOTE: Please ensure Renewals are submitted to a meeting prior to the expiry date.**