



2025 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 5, 2024
 Thursday, January 2, 2025
 Thursday, February 6, 2025
 Thursday, March 6, 2025
 Thursday, April 3, 2025
 Thursday, May 1, 2025
 Thursday, June 5, 2025
 *Thursday, July 3, 2025
 Thursday, August 7, 2025
 Thursday, September 4, 2025
 Thursday, October 2, 2025
 Thursday, November 6, 2025
 Thursday, December 4, 2025

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 20, 2024
 Friday, January 24, 2025
 Friday, February 21, 2025
 Friday, March 28, 2025
 Friday, April 25, 2025
 Friday, May 23, 2025
 Friday, June 27, 2025
 Friday, July 25, 2025
 Friday, August 22, 2025
 Friday, September 26, 2025
 Friday, October 24, 2025
 Friday, November 21, 2025
 *Friday, December 19, 2025

Scientific Review Committee Monthly Meeting Dates

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

Monday, January 13, 2025
Monday, February 10, 2025
Monday, March 10, 2025
Monday, April 14, 2025
Monday, May 12, 2025
Monday, June 9, 2025
Monday, July 14, 2025
Monday, August 11, 2025
Monday, September 8, 2025
Monday, October 13, 2025
Monday, November 10, 2025
Monday, December 8, 2025
Monday, January 12, 2026

*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/402-559-4935 or the PRMS office at prms@unmc.edu.

Helpful Links:

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

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