

CPS IRB NEWSLETTER

Spring 2026

Northeastern University
Department of
Human Research

Welcome to the first issue of the College of Professional Studies (CPS) IRB Newsletter!

Introducing Finn from the DHR!

Hello, CPS! I am the newest DHR coordinator and I'm excited to be taking the lead on CPS research review and outreach!



I will be hosting meet-and-greet hours for the CPS community: faculty, dissertation chairs, and students. These sessions are a great opportunity to connect, ask questions, and share how the IRB can best support your research.

Finn's Meet-and-Greet
Schedule:

- April 21st 1-2pm EST [\[Link\]](#)
- April 22nd 4-5pm EST [\[Link\]](#)
- April 24th 1:30-2:30pm EST [\[Link\]](#)

This Month's Focus: New Cycle 2 Modification Form

The DHR has published a form made in collaboration with CPS dissertation chairs and faculty to support the multi-cycle action research projects in CPS programs.

The Cycle 2 Exempt Modification Form is designed to assist PIs and students in streamlining the decision if adding Cycle 2 activities to a study requires a submission of a modification. For more information on the form, you can visit the DHR's post [here](#). This form is also available [on our Forms page](#).

Tips for a Smoother IRB Review

Submissions that are complete at intake move more efficiently through review.

Make sure that protocol applications are complete before submitting them to the IRB! After working with your PI, we encourage you to share your protocol material with your peers. A second review can help identify incomplete sections, inconsistencies, and general clarity issues in your answers. Cleaner initial submissions mean fewer revision rounds, and fewer rounds mean faster approvals!

New 5-Minute Primer Videos from the DHR

The DHR is excited to launch our new 5-minute primer series, designed to address common research questions and study processes.

- [Study Closure Process](#)
- [Secondary Data Use & Consent](#)

More videos are coming soon—visit our [website](#) and [YouTube page](#) to stay up to date.

Training & Support

Our schedule for IRB presentations, events, and drop-in hours is available on our [events page](#) on the DHR website. Please visit our [event schedule](#); we hope to see you there!

Upcoming Events:

- IRB 101: April 24th, 12-1pm EST [\[Link\]](#)
- Drop-in Office Hours:
 - April 21st 2-3pm EST [\[Link\]](#)
 - April 22nd 12-1pm EST [\[Link\]](#)
 - April 23rd 6-7pm EST [\[Link\]](#)

If you need help during your revision process, you can also request a meeting a 1:1 meeting with your assigned reviewer! After submitting, we are happy to meet with you to discuss your study submission and review process to help you implement revision requests. For student-initiated research, please ensure both student and PI are available for your scheduled meeting.

Quarterly Snapshot:

Here's what CPS IRB Submissions looked like in Quarter 1 of 2026!

- 40 new CPS protocols

Review timelines:

- Initial review: 6 days (median)
- Re-reviews: <5 days
- Initial approval (1 revision round): 2-3 weeks
- Multiple revision rounds: ~23 days