

## AUTEC Meeting Schedule for 2021

Month	Meeting Date	Agenda Closing Date
November	Monday 1 <sup>st</sup> November	Friday 15 <sup>th</sup> October
	Monday 22 <sup>nd</sup> November	Friday 5 <sup>th</sup> November
December	Monday 6 <sup>th</sup> December	Friday 19 <sup>th</sup> November

*Please read the notes at the end of this schedule for important advice on submitting applications.*

## AUTEC Meeting Schedule for 2022

Month	Meeting Date	Agenda Closing Date
January	Monday 24 <sup>th</sup> January	Friday 14 <sup>th</sup> January
February	Monday 14 <sup>th</sup> February	Friday 28 <sup>th</sup> January
March	Monday 14 <sup>th</sup> March	Friday 25 <sup>th</sup> February
April	Monday 4 <sup>th</sup> April	Friday 18 <sup>th</sup> March
May	Monday 2 <sup>nd</sup> May	Friday 8 <sup>h</sup> April
	Monday 23 <sup>rd</sup> May	Friday 6 <sup>th</sup> May
June	Monday 13 <sup>th</sup> June	Friday 27 <sup>th</sup> May
July	Monday 4 <sup>th</sup> July	Friday 17 <sup>th</sup> June
	Monday 25 <sup>th</sup> July	Friday 8 <sup>th</sup> July
August	Monday 15 <sup>th</sup> August	Friday 29 <sup>th</sup> July
September	Monday 5 <sup>th</sup> September	Friday 19 <sup>th</sup> August
	Monday 26 <sup>th</sup> September	Friday 9 <sup>th</sup> September
October	Monday 17 <sup>th</sup> October	Friday 30 <sup>th</sup> September
November	Monday 7 <sup>th</sup> November	Friday 21 <sup>st</sup> October
	Monday 21 <sup>st</sup> November	Friday 4 <sup>th</sup> November
December	Monday 5 <sup>th</sup> December	Friday 25 <sup>th</sup> November

*Please read the notes at the end of this schedule for important advice on submitting applications.*

*The agenda closes at 4 pm on the closing date, which is when your application needs to have been received by the AUTEK Secretariat. Please do not wait until the agenda closing day to submit your application. As many reviews are done under delegated authority, it may be beneficial to submit your application as soon as it is ready.*

*Applications and amendments may be submitted in one of two ways as follows:*

- By email: A single .pdf file containing the form and all related documents is to be emailed to ethics@aut.ac.nz. The scanned single .pdf file must have the EA form at the beginning and the other documents in the order stated in the form. The application or amendment must have all the required signatures.*
- In printed form: The signed and printed form and all related documents are to be delivered by hand or mailed to the AUTEK Secretariat. The printed copies are to be in greyscale, single sided, and with no staples. (Internal Mail Code D-88, by post to Private Bag 92006, Auckland 1142, by courier to Room WU406, 4th Floor, WU Building, 46 Wakefield Street, Auckland 1010). Alternatively, printed forms may be submitted to the Research Ethics Advisor at one of the drop in sessions.*