

USAFA IRB Meeting and Submission Deadlines

NOTE: USAFA IRB is no longer meeting every month.

Submission Deadline Date	IRB Meeting Dates
10 April 2017	20 Apr 2017
8 May 2017	18 May 2017
10 July 2017	20 July 2017
11 September 2017	21 September 2017
10 October 2017	19 October 2017
6 November 2017	16 November 2017
8 January 2018	18 January 2018

*Only COMPLETE submissions will be included in the IRB review cycle for the stated submission date. If a submission is not complete by the submission deadline, it will be included in the next month’s IRB review cycle as long as it is complete prior to that month’s submission deadline. A complete submission includes resource approval, human subjects protection training, resumes or vitas for all investigators (excluding cadets), and all signatures.

Below is a **SAMPLE** of a monthly submission cycle. It is not exact, but does give you an idea of the submission/approval cycle

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1 Send IRB approval & AIO permission from previous month to investigators	2	3	4	5	6	7
8	9 Submission deadline	10	11	12	13 Read-Ahead to IRB & Protocol posting on SharePoint for ME Comments	14
15	16	17	18	19 IRB Meeting	20	21
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">ME Protocol Review</div>				
22	23 Draft and Staff Meeting Minutes	24	25	26	27 Remove protocols from SharePoint	28
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">ME Protocol Review & Meeting Minutes</div>				
29	30 Draft and Staff Cond/Approval Letters & AIO Permission Memo	31				
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">AIO Permission letters staffed</div>				