

## USAFA IRB Meeting and Submission Deadlines

**NOTE: USAFA IRB is no longer meeting every month.**

Submission Deadline Date	IRB Meeting Dates
<b>6 November 2017</b>	16 November 2017
<b>8 January 2018</b>	18 January 2018
<b>1 March 2018</b>	15 March 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 <b>Submission Deadline</b>	3	4	5	6	7	
8	9	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	
		ME Protocol Review					
22	23 Draft and Staff Meeting Minutes	24	25	26	27 Remove protocols from SharePoint	28	
		ME Protocol Review & Meeting Minutes					
29	30 Draft and Staff Cond/Approval Letters & AIO Permission Memo	31					
		AIO Permission letters staffed					