

## USAFA IRB Meeting and Submission Deadlines

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

Submission Deadline Date	IRB Meeting Dates
<b>1 March 2018</b>	15 March 2018
<b>1 May 2018</b>	17 May 2018
<b>1 August 2018</b>	16 August 2018
<b>1 October 2018</b>	18 October 2018
<b>3 December 2018</b>	13 December 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	<b>2</b> <span style="border: 1px solid black; padding: 2px; color: red; font-weight: bold;">Submission Deadline</span>	3	4	5	6	7
8	<b>9</b>	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: 5px; 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: 5px; display: inline-block;">ME Protocol Review &amp; Meeting Minutes</div> 				
29	30 Draft and Staff Cond/Approval Letters & AIO Permission Memo	31				
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">AIO Permission letters staffed</div> 				