

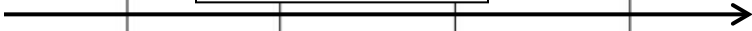


USAFA IRB Meeting and Submission Deadlines

NOTE: USAFA IRB is no longer meeting every month.

| Submission Deadline Date | IRB Meeting Dates |
|--------------------------|-------------------|
| 3 December 2018 | 13 December 2018 |
| 1 February 2019 | 21 February 2019 |
| 1 April 2019 | 18 April 2019 |
| 3 June 2019 | 20 June 2019 |
| 1 August 2019 | 15 August 2019 |
| 1 October 2019 | 17 October 2019 |
| 2 December 2019 | 19 December 2019 |

*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 style="color: red;">Submission Deadline | 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 |
| <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px auto; width: 30%;">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; margin: 5px auto; width: 40%;">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: 5px; display: inline-block; margin: 5px auto; width: 35%;">AIO Permission letters staffed</div>  | | | | | | |