

2016 - 2017 USAFA IRB Meeting and Submission Deadlines

Submission Deadline Date	IRB Meeting Dates
11 April 2016	21 April 2016
9 May 2016	19 May 2016
6 Jun 2016	16 June 2016
11 July 2016	21 July 2016
8 Aug 2016	18 Aug 2016
5 Sept 2016	15 Sept 2016
10 Oct 2016	20 Oct 2016
7 Nov 2016	17 Nov 2016
5 Dec 2016	15 Dec 2016
9 Jan 2017	19 Jan 2017
6 Feb 2017	16 Feb 2017
6 Mar 2017	16 Mar 2017
10 April 2017	20 Apr 2017
8 May 2017	18 May 2017

*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
		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			→	