



Ascension Wisconsin IRB #1 2019 IRB Meeting Calendar

Meeting are held the 4th Wednesday of the month, 7:30-9:30 am
(may change due to holidays, as noted below)

Note: Submissions for Human Research Studies that qualify for Exempt or Expedited review do not have submission due dates and are reviewed in the order they are received.

MEETING DATES	Submission Deadline Full IRB Review
January 23, 2019	January 7, 2019
February 27, 2019	February 4, 2019
March 27, 2019	March 11, 2019
April 24, 2019	April 8, 2019
May 29, 2019	May 6, 2019
June 26, 2019	June 10, 2019
July 24, 2019	July 8, 2019
August 28, 2019	August 12, 2019
September 25, 2019	September 9, 2019
October 23, 2019	October 7, 2019
November 27, 2019	November 11, 2019
December 18, 2019*	December 2, 2019

* 3rd Wednesday due to holiday



FAQs For Submissions in 2019

1. Will I have another week to submit after the submission deadline date listed?

- a. No. In 2018 the time between the submission deadline and the IRB meeting date has been shortened by 1 week. While investigators will have longer time to prepare the submission, this will allow for less time for IRB processing and review before the meeting, so IRB staff will have very little flexibility in the timeline.

2. If I have my submission in by the submission deadline date, will it automatically be added to the next IRB meeting?

- a. Not necessarily. The submission deadline date is the date that the submission must be complete and ready for review. That means, all required documents must be submitted and any IRB pre-review questions or clarifications have been addressed BEFORE the submission date.

3. How do I make sure that my submission is complete and all of the appropriate documentation is uploaded?

- a. The IRB office provides guidance on all templates and forms. Be sure to follow those instructions and guidance in order to ensure that your submission includes all information and materials required to satisfy federal regulations, state law, Institutional Policies and procedures, and the ERDs and other ethical guidelines. Additionally, you can contact the IRB office with any questions while you are preparing the submission and be sure to submit to the IRB far enough in advance that you will have time to address any outstanding items or questions.

4. For submissions reviewed at a convened Full Board meeting, is the Primary Investigator (PI) required to attend the meeting?

- a. The PI is not required to attend but it is HIGHLY recommended. Often times if the PI (or Sub/Co-I) and/or the Research Coordinator are in attendance they are able to easily address any questions or concerns the IRB raises, increasing the likelihood for approval without substantial revision requests and reducing the time for the PI to receive final IRB approval.

5. What if I have additional questions?

- a. The IRB office always welcomes your questions. Please feel free to contact Dee at (414) 465-3059 or Jackie at (414) 465-3134 anytime. We have designated "IRB Office Hours" that are dedicated especially to you and they are: Tuesdays from 12:00 – 2:00 (Call Jackie) or Fridays 8 – 10 (Call Dee).