



Ascension Wisconsin IRB#1

2020 IRB Meeting Calendar

Meetings 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 22, 2020	January 6, 2020
February 26, 2020	February 10, 2020
March 25, 2020	March 9, 2020
April 22, 2020	April 6, 2020
May 27, 2020	May 11, 2020
June 24, 2020	June 8, 2020
July 22, 2020	July 6, 2020
August 26, 2020	August 10, 2020
September 23, 2020	September 7, 2020
October 28, 2020	October 12, 2020
November 18, 2020*	November 2, 2020
December 16, 2020*	November 30, 2020

* 3rd Wednesday due to holiday



FAQs For Submissions in 2020

1. How long do I have to submit after the submission deadline date listed?

The time between the submission deadline and the IRB meeting date is 1 week; this is unchanged from 2019. This timeframe allows investigators more time to prepare the submission, but allows 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?

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?

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, 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?

The PI is not required to attend but it is HIGHLY recommended. 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?

The IRB office always welcomes your questions. Please feel free to contact Dee at (414) 465-3059 or Jackie at (414) 465-3134 anytime. Staff have dedicated Office Hours where they are available. Current IRB Office Hours are: Wednesdays 9:00-11:00 (Jackie) or Thursdays 12:00-2:00 (Dee).