



Ascension Wisconsin IRB #1
2021 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 27, 2021	January 11, 2021
February 24, 2021	February 8, 2021
March 24, 2021	March 8, 2021
April 28, 2021	April 12, 2021
May 26, 2021	May 10, 2021
June 23, 2021	June 7, 2021
July 28, 2021	July 12, 2021
August 25, 2021	August 9, 2021
September 22, 2021	September 7, 2021
October 27, 2021	October 11, 2021
November 17, 2021*	November 1, 2021
December 22, 2021	December 6, 2021

* 3rd Wednesday due to holiday



FAQs For Submissions in 2021

1. Is there flexibility to submit after the submission deadline date listed?

The time between the submission deadline and the IRB meeting date is 2 weeks; this is unchanged from 2020. 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 Becky at (414) 465-3059 or Jackie at (414) 465-3134 anytime or email IRB@ascension.org.