



Ascension Wisconsin IRB #1

2022 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 26, 2022	January 10, 2022
February 23, 2022	February 7, 2022
March 23, 2022	March 7, 2022
April 27, 2022	April 11, 2022
May 25, 2022	May 9, 2022
June 22, 2022	June 6, 2022
July 27, 2022	July 11, 2022
August 24, 2022	August 8, 2022
September 28, 2022	September 12, 2022
October 26, 2022	October 10, 2022
November 16, 2022*	October 31, 2022
December 21, 2022*	December 5, 2022

* 3rd Wednesday due to holiday

FAQs For Submissions in 2022

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 2021. 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 us anytime by emailing IRB@ascension.org.