

Wills Eye Hospital IRB

Convened Full Board Schedule of Meetings and Deadlines

Beginning in 2020, the Wills Eye Hospital IRB will begin transitioning to an online submission system called Cayuse IRB.

All users will need to be trained on Cayuse before being permitted to use the system. Regular training sessions will be available and one-on-one training is available upon request.

MEETING DATE	New Study Deadline	All Other Deadlines
JANUARY 21, 2020	January 7, 2020	January 14, 2020
FEBRUARY 18, 2020	February 4, 2020	February 11, 2020
MARCH 17, 2020	March 3, 2020	March 10, 2020
APRIL 21, 2020	April 7, 2020	April 14, 2020
MAY 19, 2020	May 5, 2020	May 12, 2020
JUNE 16, 2020	June 2, 2020	June 9, 2020
JULY 21, 2020	July 7, 2020	July 14, 2020
AUGUST 18, 2020	August 4, 2020	August 11, 2020
SEPTEMBER 15, 2020	September 1, 2020	September 8, 2020
OCTOBER 20, 2020	October 6, 2020	October 13, 2020
*NOVEMBER 17, 2020	November 3, 2020	November 10, 2020
*DECEMBER 15, 2020	December 1, 2020	December 8, 2020

**Dates subject to change.*

In order to make the posted deadline, all study documents must be received within the Cayuse IRB system by the end of the work day. Incomplete submissions will be returned and may cause delay in the review of your study. Late submissions will be accepted on a case-by-case basis.

Note that the most common cause of delay is an incomplete or insufficient consent form. If your study is commercially sponsored, you should ensure ample time for the IRB to pre-review and the Sponsor to approve any suggested changes.

Studies that qualify for Expedited Review are not subject to the above deadlines and will be reviewed immediately upon receipt.

For more info: Contact Ann Larsen, CIP, IRB Administrator at ALarsen@willseye.org.