

1 September 2016

**MEMORANDUM**

**TO: All Faculty Using Bio-hazardous Materials in Research at UTSA**

**FROM: UTSA Institutional Biosafety Committee (IBC)**

**SUBJECT: Protocol Submission Deadlines and IBC Meeting Dates,  
Fiscal Year 2017**

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The Meetings for FY2017 are scheduled for the FIRST WEDNESDAY of each month, starting at 09:00 AM, with the exception (\*) of January.

<u>Application Deadline Date</u>	<u>IBC Meeting Date</u>
August 31, 2016	September 7, 2016
September 28, 2016	October 5, 2016
October 26, 2016	November 2, 2016
November 30, 2016	December 7, 2016
January 4, 2017	<b>January 11, 2017*</b>
January 25, 2017	February 1, 2017
February 22, 2017	March 1, 2017
March 29, 2017	April 5, 2017
April 26, 2017	May 3, 2017
May 31, 2017	June 7, 2017
June 28, 2017	July 5, 2017
July 26, 2017	August 2, 2017

**It is essential to submit protocols by the deadline in order to give all members of the committee adequate time to do thorough evaluations of each protocol.**

Submit completed Applications electronically to [ibc@utsa.edu](mailto:ibc@utsa.edu) by 5:00 p.m. on the application deadline. For assistance please contact the IBC office at 458-8515 / 7733.