

**Institutional Biosafety Committee
Submission Guidelines and Meeting Schedule
Spring Semester 2005-2006**

The Institutional Biosafety Committee (IBC) meets monthly. Protocol forms are available on the [Environmental Health and Safety website](#). **All protocols must be typewritten. Forms should be single-sided only. Protocols not adhering to these requirements will be returned to the Principal Investigator to be corrected and resubmitted.**

Protocols must be submitted in electronic format to the Compliance Coordinator (lamarsh@uark.edu), at least seven (7) working days prior to a scheduled meeting. A hard copy of the fully signed protocol must be sent to ATTN: Compliance Coordinator, 120 Ozark Hall. The hard copy must be received by 4:30 PM on the day prior to the scheduled meeting.

If special circumstances exist, a protocol may be accepted after the deadline. The investigator must 1) contact the Compliance Coordinator, Leigh Marshall (lamarsh@uark.edu or 5-2208) prior to submission and 2) include a written request for late acceptance describing the reasons for late submission with the electronic protocol submission. A fully signed, hard copy of the protocol must be received prior to the meeting. If the request can be accommodated, the protocol will be distributed electronically as soon as possible and placed on the agenda. The investigator will be notified of the outcome of the request.

IBC Meeting Schedule Spring 2005-2006 2:30 PM - Location to Be Announced		
Meeting Date	Electronic Copy Receipt Deadline	Hard Copy Receipt Deadline
February 14	February 6	February 13
March 14	March 6	March 13
April 11	April 3	April 10
May 9	May 1	May 8