



What We Do

The **Institutional Biosafety Committee (IBC)**, part of **Research & Innovation (R&I)**, ensures that all research involving recombinant or synthetic nucleic acid molecules, select agents and toxins, and other biohazardous materials at **UTEP** is conducted safely and in compliance with federal, state, and institutional biosafety guidelines.

Tips for a Smoother IBC Review

1. Contact Us First

- The **IBC** reviews protocols every day and can help you describe your procedures clearly, identify risks, and determine which section of the NIH Guidelines applies to your project. Reaching out early saves time later.

2. Read Questions Carefully

- Every question on the **IBC** submission form requires accurate and complete responses. Missing or incomplete answers will result in your protocol being returned for revisions, delaying approval and your ability to begin or continue research.

3. Provide Detailed Answers

- Include step-by-step descriptions of your planned experiments and all biohazardous materials involved.
- Address:
 - Transportation of samples between lab locations
 - Potential risks to personnel (e.g., aerosols, needle sticks) or the environment
 - Safety precautions used (e.g., biosafety cabinets, handwashing facilities, sharps containers, PPE)

4. Avoid Technical Jargon

- **IBC** membership includes experts from many disciplines. Write descriptions in plain, accessible language that all reviewers can understand. Attach supporting documents when helpful.



Take the Next Step

Careful preparation and clear communication will help the **IBC** review your protocol quickly and efficiently. Reach out before you submit to save time and ensure your research can move forward without unnecessary delays.

Contact Us

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