

Date: November 8, 2016

From: Administrative Officer for Research (151)

Sub: Deadlines for Submission of All Research Protocols

To: All Principal Investigators

1. The schedule of protocol deadline submission and meeting dates for review by the Research and Development Committee and its subcommittees for **Calendar year 2017** are as follows:

Human Studies Initial Submission Deadline (3:45pm)	Human Studies 1st & 3rd Thursday's	Scientific Review Initial Submission Deadline (3:45pm)	Scientific Review Quarterly 1ST Monday's	Chemical Hygiene/ Biosafety Initial Submission Deadline (3:45pm)	Chemical Hygiene/ Biosafety 2ND Monday's	Animal Studies Initial Submission Deadline (3:45pm)	Animal Studies 2nd Thursday's	Research & Development 4th Thursday's
12/14/16	JAN 5 & 19			12/26/16	JAN 09	12/29/16	JAN 12	JAN 26
01/11/17	FEB 2 & 16	01/23/17	FEB 6	01/30/17	FEB 13	01/26/17	FEB 09	FEB 23
02/08/17	MAR 2 & 16			02/27/17	MAR 13	02/23/17	MAR 09	MAR 23
03/15/17	APR 6 & 20			03/27/17	APR 10	03/30/17	APR 13	APR 27
04/12/17	MAY 4 & 18	04/17/17	MAY 1	04/24/17	MAY 08	04/27/17	MAY 11	MAY 25
05/10/17	JUN 1 & 15			05/29/17	JUN 12	05/25/17	JUN 08	JUN 22
06/14/17	JUL 6 & 20			06/26/17	JUL 10	06/29/17	JUL 13	JUL 27
07/12/17	AUG 3 & 17	07/24/17	AUG 7	07/31/17	AUG 14	07/27/17	AUG 10	AUG 24
08/16/17	SEP 7 & 21			08/28/17	SEP 11	08/31/17	SEP 14	SEP 28
09/13/17	OCT 5 & 19			09/26/17	OCT 10*	09/28/17	OCT 12	OCT 26
10/11/17	NOV 2 & 16	10/23/17	NOV 6	10/30/17	NOV 13	10/26/17	NOV 09	NOV*
11/15/17	DEC 7 & 21			11/27/17	DEC 11	11/30/17	DEC 14	DEC 14*

2. Scheduled review dates marked (*) falls on a holiday and has been changed or may/will be changed. Initial regular and Just-in-Time submission documents must be received no later than the deadline indicated. To submit a research study, please go to www.sfvafre.org or contact the Research Office at x3179. Note: Incomplete protocol submissions will not be processed.

3. For additional questions or concerns please contact the x3179.



Luis Gonzalez, MHA