December 13, 2017

# Award Documents in Workday



In an effort to provide additional information to faculty and staff, ORA will be uploading all new and/or updated award documents received on or after December 1 to Workday. Award documents received from initial Workday implementation (September 1) through November 30 will be uploaded in the coming months. All documents will be available on the Attachments tab of the Award in Workday.

# Holiday Schedule Reminder



In accordance with the University of Miami Holiday Calendar, the Office of Research Administration (ORA) will be closed December 22, 25, 26, 29 and January 1. The office will be available for urgent needs on December 27 and 28 and will re-open for business at 8 a.m., Tuesday, January 2, 2018. To ensure timely processing of proposal submissions and awards, please visit the ORA website (http://www.ora.miami.edu) for deadline and contact information should you have any questions.

## Contact Us
If you have any questions, please contact ORA-SI@miami.edu or visit our website to obtain additional information.