

## Office of Research Administration (ORA) Holiday Coverage

TO: All Campus Research Faculty and Administrators  
FROM: Office of Research Administration  
RE: 2018/2019 Winter Holidays and Deadlines  
DATE: November 27, 2018

In accordance with the University of Miami's Holiday Schedule, the Office of Research Administration (ORA) will be closed December 24, 25, 26, 31 and January 1. As such, ORA staff will not be available during those days. The office will be open with limited staff and for urgent needs on December 27 and 28. Staff may be reached at the following numbers:

- ORA/Pre-Award, 305-243-6016
- ORA/Post-Award, 305-284-3871
- ORA/RSMAS, 305-421-4089

To ensure timely processing of proposal submissions and awards prior to the holidays, please note the following deadlines:

- For proposals with due dates between 5 p.m. Friday, December 14, 2018 and 5 p.m. Monday, January 1, 2019, complete and final proposal packages must be received in ORA by 8 a.m. Monday, December 10, 2018.
- For an account to be established by 5 p.m., Friday, December 14, 2018, the PI/Department must provide all required documents and provide any additional requested information to ORA by 8 a.m. Monday, December 10, 2018.
- If sponsor requires a fully executed contract and/or account opening in Calendar Year 2018, all internal documents and the fully executed contract must be received in ORA by 8 a.m. Monday, December 10, 2018.

Questions may be directed to your research administrator. All contact information is available at: [Who is My ORA Contact](#). All submission information is available at: [Submitting to ORA](#). For further information about this message, please call 305-284-3871.



For additional information, please visit the ORA website at [www.ora.miami.edu](http://www.ora.miami.edu).

If you have any questions, please email us at [ora-si@miami.edu](mailto:ora-si@miami.edu).