



Office of Research Administration (ORA) Holiday Coverage – Update

To: All Campus Research Faculty and Administrators
From: Office of Research Administration
Re: 2020/2021 Winter Holidays and Deadlines
Date: November 9, 2020

In accordance with the University of Miami's Holiday Schedule, the Office of Research Administration (ORA) will be closed November 26 and 27; December 24, 25, 28, 31 and January 1.

As such, the ORA staff will not be available during those dates. There will be limited staff for urgent needs on December 29 and 30. Staff may be reached at the following numbers:

- ORA Pre-Award – 305-284-3952
- ORA Post-Award – 305-284-4022
- ORA RSMAS – 305-421-4089

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

- **PROPOSALS** with Due Dates from DEC 14 - JAN 1 – Provide complete and final proposal packages to ORA by 8 a.m. on Friday, DECEMBER 11.
- **CONTRACTS** to be fully executed by Sponsor OR Accounts to be opened in Calendar Year 2020 – Provide all internal documents and fully-executed contract to ORA by 8 a.m. on Friday, DECEMBER 11.

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, please call 305-284-3871.



If you have any questions, please email us at ora-si@miami.edu

Please visit the ORA website at www.ora.miami.edu and the IBISResearch website at <https://ibis-research.miami.edu/index.html>.