

Office of Research Administration (ORA) Holiday Coverage (REVISED)

To: All Campus Research Faculty and Administrators
From: Office of Research Administration
Re: 2019/2020 Winter Holidays and Deadlines
Date: December 6, 2019

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 dates. The office will be open with limited staff and for urgent needs on December 27 and December 30. Staff may be reached at the following numbers:

- ORA Pre-Award – ~~305-243-3952~~ **305-284-3952**
- ORA Post-Award – 305-284-2375
- 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 16 - JAN 1 – Provide complete and final proposal packages to ORA by 8 a.m. on Friday, DECEMBER 13.
- **ACCOUNTS** to be set up by 5 p.m. Friday, DECEMBER 20 – Provide all required documents, AND provide any additional requested information to ORA by 8 a.m. on Wednesday, DECEMBER 18.
- **CONTRACTS** to be fully executed by Sponsor OR Accounts to be opened in Calendar Year 2019 – Provide all internal documents and fully-executed contract to ORA by 8 a.m. on Friday, DECEMBER 13.

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.



For additional information, please visit the ORA website at www.ora.miami.edu.

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