



To: Deans and Faculty
From: Lisa Staiano-Coico *LS*
Re: Temple Research Administration 2009 Holiday Schedule
Date: October 14, 2009

Temple Research Administration offices will be closed during the upcoming University holiday break (from close of business Wednesday, December 23, 2009 until 8:30am on Monday, January 4, 2010). Services normally provided by the following offices will not be available during that time period: Sponsored Projects Administration (SPA) offices on Main and HSC Campuses, the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC).

Please note that the following schedule has been established in order to ensure timely processing and submission of grant proposals and contracts for external sponsors with due dates during the holiday season, including the first week of 2010:

- Proposals with a due date between Wednesday, December 23, and Wednesday, January 6, must be submitted to either the Main Campus or HSC Sponsored Projects Administration office no later than Wednesday, December 16. Every effort will be made to accommodate any such proposals submitted after this date, although it is impossible to guarantee the submission deadline will be met in that instance; these proposals will be processed as expeditiously as possible on a first come-first served basis.

If you have questions regarding this schedule please contact Rob Gage, Director, Sponsored Research Programs (1-7467, gage@temple.edu).