TO: Viterbi Campus Faculty and Staff

FROM: Nichole Phillips
       Director of Research Administration

DATE: November 2, 2018

SUBJECT: Upcoming and Holiday Proposal Submissions

With the first holiday fast approaching I wanted to send a reminder to encourage everyone submitting proposals to do so as far in advance as possible. As you know the University will be closed November 22 and 23 for the Thanksgiving holiday, therefore I am asking for any proposals that are due the week of Thanksgiving and through November 28, be received by the VBA-RA by Friday, November 16.

As a reminder the University will be closed from Monday, December 24 through Tuesday, January 1 for the Winter Recess. This means by Friday, December 21 at 2pm most offices at USC will be closed. Therefore, any proposals that will be due during this time and immediately prior to the closing, will need to be submitted through TARA to the VBA-RA office no later than Thursday, December 13.

For proposals due in early January, I encourage you to do as much work prior to the winter recess, such as budget development, so early routing can be done and there are only the final touches to be put on the technical areas once we return.

If you are planning a proposal submission from now through early January if you have not done so already, please alert your research administrator. This way s/he can alert the appropriate offices.

If we can all work together and plan early making it through the shortened schedules and impacted deadlines will be easier for all. Please feel free to contact me if you have any questions.