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MEMORANDUM

DATE: 11/18/2021
TO: Business Managers/Department Chairs/Center Directors/Faculty
FROM: Michael T. Walsh
Director, Office of Sponsored Programs
RE: OSP Winter Break Deadlines: Dec. 24, 2021 – Jan. 2, 2022

This is a special announcement concerning the OSP schedule for reviewing/approving proposals with deadlines to federal, state, and other agencies that occur during UMBC's Winter Break this year.

Please note the following:

1. All proposals with submission **deadlines occurring between Friday December 24, 2021 and Monday January 2, 2022** must be fully routed, ready for submission, and released to the OSP office for final review and submission by the close of business on Friday **December 17, 2021**; and
2. All proposals with submission **deadlines occurring between Monday January 3rd and Wednesday January 5th, 2022** (the first 3 business days after the break) will be due to OSP by 9 AM on **December 20, 2021**.

This schedule is consistent with our current policy, which requires the submission of complete proposals to OSP at least three (3) business days before the agency submission deadline. Since UMBC is closed during the Winter Break, OSP will also be closed.

The campus closure during Winter Break will cause a heavy workload on OSP staff, so we will enforce our current policy more consistently. Proposals received after the OSP deadlines specified above will be reviewed on a first-come/first-serve basis and will be submitted only if time permits. In keeping with the deadline enforcement policy of OVPR, any proposal not fully routed and ready for submission by 9:00 a.m. of the deadline date will not be submitted to the agency. If the deadline occurs over Winter Break, this deadline is the last working day before the break (12/23/21).

Thank you for your understanding.

Best Regards,

Dr. Michael T. Walsh
Director
Office of Sponsored Programs
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