

Deadlines for submissions during the December 2022/January 2023 holiday schedule

The Office of Research Services (ORS) wishes to remind researchers that the University of Guelph will be closed from Friday, December 23, 2022, through Monday, January 2, 2023. The University reopens Tuesday, January 3, 2023.

In light of the holiday schedule, the ORS is advising researchers that any submissions due to sponsors with external deadlines of Friday, December 23, 2022, through Friday, January 6, 2023, are due between December 14 and 16, 2022, to allow enough time for review and any needed revisions.

For programs with rolling deadlines with an intended submission date before the holiday closure, the ORS will require complete submissions be sent to research.services@uoguelph.ca no later than Wednesday, December 14, 2022, to allow enough time for review and any needed revisions. No internal deadlines will be posted the week of December 19, 2022.

The detailed schedule is below:

Internal Deadline to Office of Research Services	External Deadline Posted by Sponsor
Wednesday, December 14, 2022	Friday, December 23, 2022 - Monday, January 2, 2023
Thursday, December 15, 2022	Tuesday, January 3, 2023
Friday, December 16, 2022	Wednesday, January 4, 2023 - Friday, January 6, 2023

Other deadlines may apply, depending on the level of review required. Please consult the relevant Research Alert for specific, applicable deadlines.

Submissions, to include a signed OR-5 Form along with a budget, proposal and/or copy of agreement or award documentation, may be emailed to the Office of Research Services: research.services@uoguelph.ca.

All invoicing, account set-up and other year-end time-sensitive requests must be submitted to research.services@uoguelph.ca no later than Wednesday, December 14, 2022, in order to be processed by Research Financial Services and Treasury Operations by the final deadline of Monday, December 19, 2022 at 4:00pm (for all NEW agreements/accounts) and Tuesday December 20, 2022 at 4:00 pm (for all EXISTING agreements/accounts).

If you have any concerns about being able to meet these deadlines, please contact Carolyn Osborn, Interim Director, Research Support Services at cosborn@uoguelph.ca.

Alert ClassificationsCategory:

Research Management and Support

Disciplines:

Health and Life Sciences

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Physical Sciences and Engineering

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