

## **Deadlines for Submissions During December 2024/January 2025 Holiday Schedule**

The Research Services Office (RSO) wishes to remind researchers that the University of Guelph will be closed as of end of day Friday, December 20, 2024, through Wednesday, January 1, 2025. The University reopens Thursday, January 2, 2025.

In light of the holiday schedule, RSO is advising researchers that any submissions due to sponsors with external deadlines between Monday, December 23, 2024, and Tuesday, January 7, 2025, are due according to the schedule below:

Internal Deadline to Research Services Office:	External Deadline Posted by Sponsor:
Friday, December 13, 2024 at 4:30pm	Monday, December 23, 2024 to Thursday, January 2, 2025
Monday, December 16, 2024 at 4:30pm	Friday, January 3, 2025
Tuesday, December 17, 2024 at 4:30pm	Saturday January 4, 2025 to Tuesday, January 7, 2025

For programs with rolling deadlines with an intended submission date before the holiday closure, RSO will require complete submissions be sent to [research.services@uoguelph.ca](mailto:research.services@uoguelph.ca) **no later than end of day Friday, December 13, 2024**, to allow enough time for review and any needed revisions prior to the closure at end of day Friday, December 20, 2024.

Other deadlines may apply, depending on the level of review required. Please consult the relevant Research Alert for specific 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 Research Services Office: [research.services@uoguelph.ca](mailto:research.services@uoguelph.ca).

**All invoicing, account set-up and other year-end time-sensitive requests must be submitted to [research.services@uoguelph.ca](mailto:research.services@uoguelph.ca) no later than Monday, December 16, 2024, in order to be processed by Research Financial Services and Treasury Operations by the final deadline of Wednesday, December 18, 2024 at 4:00pm for all NEW and EXISTING agreements/accounts.**

If you have any concerns about being able to meet these deadlines, please contact Carolyn Osborn, Director, Research Support Services at [cosborn@uoguelph.ca](mailto:cosborn@uoguelph.ca).

Alert ClassificationsCategory:

Research Management and Support

### **Disciplines:**

Health and Life Sciences

Humanities

Information and Communications Technology

Physical Sciences and Engineering

Social Sciences

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### Source

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