

MEMO

To: All Campus Research Administrators
From: Office of Sponsored Research
Re: December 2009 Winter Closure and Deadlines
Date: November 2, 2009

In accordance with Stanford University's Winter Closure, the Office of Sponsored Research (OSR) will be closed during the winter break starting 5:00 pm, Friday, December 18, 2009 and will re-open for business at 8:00 am, Monday, January 4, 2010. In an effort to comply with University requests for staff members to utilize vacation time, all OSR staff are asked not to work during the winter closure. As such, OSR staff will not be available during the winter closure.

To ensure timely processing of proposal submissions and awards, please note the following deadlines:

- For proposals with due dates between 5:00 pm, Friday, December 18, 2009 and 5:00 pm, Monday, January 4, 2010, complete and final proposal packages must be received by OSR by 9:00 am, Monday, December 14, 2009.
- For an account to be established by 5:00 pm, Friday, December 18, 2009, the department/PI must complete all information requested in the ePTA system by 5:00 pm, Monday, December 14, 2009.
- If you need a clinical trial agreement signed by both Stanford and the sponsor, and have an account established before the end of the calendar year, then, assuming the contract is ready to be signed, the internal paperwork and budget must be received by OSR by 9:00 am, Friday, December 4, 2009 to allow for sufficient time for the contract to be sent to the sponsor for signature, for the contract to be returned by the sponsor, for the Notice of Award to be issued, for the ePTA to be routed, and then for the account to be established.

Lastly, all special invoice requests must be received by ORA Receivables and Cash Management (Accounts Receivables) no later than noon Tuesday, December 15, 2009 in order to be processed by 5:00 pm Friday, December 18, 2009. All requests will be considered based on the financial impact and allowability. Please provide documentation for such requests. Requests should be submitted to Chris Nodohara, senior accountant, cyn1@stanford.edu.

Questions may be directed to the contract & grant officer or research accountant assigned to your department. All contact information is available at: <http://ora.stanford.edu/ora/osr/default.asp>

Thank you.