

To: All Campus Research Administrators
From: Office of Research Administration
Re: December 2018 Winter Closure and Deadlines
Date: September 27, 2018

In accordance with Stanford University's Winter Closure, the Office of Research Administration (ORA) will be closed during the winter break starting 5:00 pm, Friday, December 21, 2018 and will re-open for business at 8:00 am, Monday, January 7, 2019. ORA will not be available during Winter Closure.

To ensure timely processing of proposal submissions, account set-up and invoicing, please note the following deadlines:

- Proposals

Sponsor Deadline	Stanford Internal Proposal Deadline (by 9:00 am of the day noted below)
Friday, December 21, 2018 through Sunday, January 6, 2019	Friday, December 14, 2018
Monday, January 7, 2019	Monday, December 17, 2018
Tuesday, January 8, 2019	Tuesday, December 18, 2018
Wednesday, January 9, 2019	Wednesday, December 19, 2018
Thursday, January 10, 2019	Thursday, December 20, 2018
Friday, January 11, 2019	Friday, December 21, 2018

The complete proposal and PDRF must be fully routed and approved by the times noted above. The University's [Internal Proposal Deadline Policy](#) will apply.

- Account Set-Up

For an account to be established by 5:00 pm, Friday, December 21, 2018, the department/PI must complete all necessary information in SeRA by 5:00 pm, Friday, December 14, 2018.

- Invoicing

For an invoice to be sent by 5:00 pm, Friday, December 21, 2018, the account must be setup by the deadline immediately above. If this deadline is not met, then a manual invoice may be requested only if the following criteria are met:

1. The funding will be lost if an invoice is not issued; and
2. The sponsor submits a written request indicating the necessity for an immediate invoice; and
3. The sponsor or recipient must accept a PDF of the invoice and provide an email address where the invoice can be sent to.

Questions about proposals and account set-up may be directed to the Contract & Grant Officer (CGO) or Research Accountant assigned to your department – contact information is available at: <https://ora.stanford.edu/contacts-0>. Questions about invoicing may be directed to rfcs-receivables@lists.stanford.edu or call (650) 725-0086.

Thank you.