

FROM THE DESK OF TONI LAWSON

This is ORAA's annual holiday reminder that the University of Maryland will be closed Thursday, November 25, 2004 and Friday, November 26, 2004; and from Friday, December 24, 2004 thru Friday, December 31, 2004. In order to guarantee delivery of endorsed proposals back to you before the holiday breaks, the deadlines for proposal submissions to the Office of Research Administration and Advancement are:

Latest Delivery Deadline to ORAA

THURSDAY (November 18)
FRIDAY (December 17)

To Ensure That Endorsed Proposal is Returned to You By

WEDNESDAY (November 24)
THURSDAY (December 23)

If you prefer to have the proposal mailed by ORAA, you should plan on at least five (5) additional working days for postal delivery time. Remember that postal delivery during holiday season may be less timely due to increased volume.

Any proposals that are submitted to ORAA LATER than the above schedule may run the risk of not being reviewed and endorsed through the campus process by the sponsor's deadline date. We appreciate your cooperation in these matters.