



**\*Please note, the upcoming Holidays will directly affect the Office of Research 5-Day Rule for proposals. Please check with your COS Pre-Award Team member for more details.\***

As you know, UCF will be closed from **12/21/18 at 5pm re-opening on 1/2/2019** for the holidays and this is approaching fast. As an effort to coordinate the proposal submissions before we leave for the holidays (12/24/18 – 01/01/19) the Office of Research and the COS Pre-Award Team need to make sure everyone complies with the OR 5 day rule.

This is the plan:

- ❖ Any proposal that is due during the holiday closing (12/24/18 – 01/01/19) needs to be submitted to the COS Pre-Award Team for review **as early as possible, but no later than 12/12/18 (by 12 noon)** in order to comply with the OR 5-Day Rule (business days) and for them to submit the proposal to the sponsor on or before 12/21/2018 (**all proposals must be submitted to the Sponsor, by OR, before 5PM**).

**The faculty and staff will need to ask for submission approval from Dr. Klonoff if they cannot comply with these deadlines.**

Please contact your COS Pre-Award team member if you have any questions.