

## **Deadlines for submissions during December 2023/January 2024 holiday schedule**

The Research Services Office (RSO) wishes to remind researchers that the University of Guelph will be closed from Friday, December 22, 2023, through Tuesday, January 2, 2024. The University reopens Wednesday, January 3, 2024.

In light of the holiday schedule, the RSO is advising researchers that any submissions due to sponsors with external deadlines between Friday, December 22, 2023, and Friday, January 5, 2024, are due according to the schedule below:

Internal Deadline to Office of Research Services	External Deadline Posted by Sponsor
Friday, December 15, 2023	Friday, December 22, 2023 to Tuesday, January 2, 2024
Monday, December 18, 2023	Wednesday, January 3 to Friday, January 5, 2024

For programs with rolling deadlines with an intended submission date before the holiday closure, the RSO will require complete submissions be sent to [research.services@uoguelph.ca](mailto:research.services@uoguelph.ca) no later than Friday, December 15, 2023, to allow enough time for review and any needed revisions. No internal deadlines will be posted the week of December 18, 2023.

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 Friday, December 15, 2023, in order to be processed by Research Financial Services and Treasury Operations by the final deadline of:**

- for all **NEW** agreements/accounts: **Monday, December 18, 2023 at 4:00pm**
- for all **EXISTING** agreements/accounts: **Tuesday December 19, 2023 at 4:00 pm.**

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 ClassificationCategory:

Research Management and Support

### **Disciplines:**

Health and Life Sciences

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Humanities

Information and Communications Technology

Physical Sciences and Engineering

Social Sciences

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### Source

URL: <https://www-research.uoguelph.ca/research/alerts/content/deadlines-submissions-during-december-2023january-2024-holiday-schedule>