

# Proposal Submission and Award Deadlines | Sponsored Programs

12/18/2020

## SPO Proposal Submission and Award Deadlines

December brings us holidays and end-of-year celebrations. It also means a shorter working month to support and conduct business. As these days approach, we want you to be prepared.

If you need to process materials through SPO for the remainder of 2020, we strongly encourage you to make arrangements now with your appropriate SPO contact to ensure ample time for processing. While arrangements have been made for some coverage throughout the holiday break period, please be advised that staffing levels are reduced. Below, please find a list of dates and their corresponding coverage levels:

Monday, December 21: reduced coverage  
Tuesday, December 22: reduced coverage  
Wednesday, December 23: administrative leave day, minimal coverage  
Thursday, December 24: university holiday, closed  
Friday, December 25: university holiday, closed  
Monday, December 28: administrative leave day, minimal coverage  
Tuesday, December 29: administrative leave day, minimal coverage  
Wednesday, December 30: administrative leave day, minimal coverage  
Thursday, December 31: university holiday, closed  
Friday, January 1: university holiday, closed  
Monday, January 4: open at 8:00 AM

Please submit and/or resolve any pressing issues as early as possible so that we can best assist you.