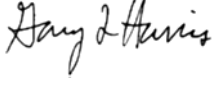


MEMORANDUM

TO: Faculty and Research Staff

FROM: Gary L. Harris, Ph.D., P.E. 
Associate Provost for Research and Graduate Studies

DATE: March 1, 2017

SUBJECT: Spring Break Closure

This is to serve as a reminder that Research Administrative Services (RAS) and the Office of Research Development (ORD) will be closed beginning Friday, March 10, 2017 at 5:00pm. These research offices will reopen on Monday, March 20, 2017. If you should have any grant related issues that require resolution prior to the break or a proposal due over the break, please contact the appropriate office no later than 5:00pm on Wednesday, March 8, 2017.

During the break, there will be limited access to emails. If a matter requires urgent attention, please utilize the following contact information. For RAS issues, please contact ora@howard.edu with a cc: to dhector@howard.edu. For ORD issues, please contact huogm@howard.edu with a cc: to nretland@howard.edu. Someone will respond as soon as possible.

Due to the campus closure, RAS is allowing exceptions to the five-business day deadline policy without additional approval requirements for the week of March 20, 2017.

Exception to 5 Business Days Proposal Procedures for Week of March 20, 2017

- (1) Proposals due to sponsor on **March 20, 2017 or March 21, 2017** - RAS will accept same day submissions of proposals in final form including all internal (Department Chair, Dean, etc.) approvals.
- (2) Proposals due to sponsor on **March 22, 2017 to March 24, 2017** - RAS must receive proposals in final form which including all internal (Department Chair, Dean, etc.) approvals by COB **March 21, 2017**.

For assistance with the DocuSign or Proposal Submission processes, please contact the Office of Research Development at 202-806-6000. Additionally, if you have grant related personnel please direct them to the memo sent on September 14, 2016 through HU Communications or to the Office of Human Resources. All research-related services will resume when the offices reopen at 8:30 a.m. on Monday, March 20, 2017.

