



**Florida International University
Office of Sponsored Research Administration**

Memorandum

To: University Research Community

From: Office of Sponsored Research Administration

Subj.: Proposal Deadlines during Winter Break (12/25/08 – 1/2/09)

Date: December 8, 2008

Please note that due to the University's closure as a result of the Winter break, the Office of Sponsored Research Administration has established the following deadlines for proposals to external sponsors:

Sponsor's Deadline	Date Proposal Package Due at OSRA
12/24/2008 - 01/02/2009	12/16/2008
1/5/2009	12/18/2008
1/6/2009	12/18/2008
1/7/2009	12/22/2008
1/8/2009	12/23/2008
1/9/2009	12/24/2008

A detailed listing of what constitutes a complete proposal package is available on the OSRA website at <http://www.osra.fiu.edu/faq.htm#no8>

If you have any questions then please feel free to contact your Pre-Award Representative at 305-348-2494.

Thank you.