



Office of
Research



2023 Holidays and Internal Proposal Submission Deadlines

Holiday Break

UCF will observe an extended winter break.

The university will be closed for official business starting Wednesday, December 20 through Monday, January 1.

This is a time to rest and recharge. The OR Pre-Award team will be unavailable during this time.

We will resume official business on Tuesday, January 2.

Reminder: Only OR staff with delegated signature authority are authorized to submit proposal applications for sponsored awards([Policy 4-214.1](#)). Failure to adhere to this policy may result in the withdrawal of the proposal or the decline of the award.



2023 Holidays and Internal Proposal Submission Deadlines

- **Veterans Day: Friday, November 10th**
 - Skip this day when calculating OR 5-day submission deadline.
- **Thanksgiving: Thursday, November 23rd and Friday, November 24th**
 - Submit by 8am Thursday, November 16th for any deadlines during Thanksgiving break.
- **Winter Break: Wednesday, December 20th through Monday, Jan. 1st**
 - Submit by 8am Wednesday, December 13th for any deadlines during the winter break.
 - For proposals with sponsor deadlines directly following Winter Break it is encouraged to complete the internal review process by Tuesday, December 19th.

2023 Proposal Submission Deadlines

Sponsoring Agency Deadline (5PM or later)	Due for on-time 5 day (by 8AM)	Due for on-time Final Review (by 8AM)
11-10-2023 (Veteran's Day Observed)	11-03-2023	11-08-2023
11-14-2023	11-07-2023	11-13-2023
11-15-2023	11-08-2023	11-14-2023
11-16-2022	11-09-2023	11-15-2023
11-17-2023	11-13-2023	11-16-2023
11-23-2023 (Thanksgiving Day)	11-16-2023	11-21-2023
11-24-2023 (Holiday Closure)	11-16-2023	11-21-2023
11-27-2023	11-17-2023	11-22-2023
11-28-2023	11-20-2023	11-27-2023
11-29-2023	11-21-2023	11-28-2023
11-30-2023	11-22-2023	11-29-2023
12-20-2023 through 01-01-2024 (Winter Break)	12-13-2023	12-18-2023
*01-02-2024	12-14-2023	12-19-2023
*01-03-2024	12-15-2023	01-02-2024
*01-04-2024	12-18-2023	01-03-2024
*01-05-2024	12-19-2023	01-04-2024
01-08-2024	01-02-2024	01-05-2024

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