

Submission Planning Prior to Holiday Break.

2023 Office of Research Winter Break Notice

In observance of the 2023 Winter Break President Cartwright granted UCF employees, the Office of Research (OR) wishes to notify the research community that this office will be closed from Wednesday, December 20, through Monday, January 1. Any email sent to OR personnel during the break period will be responded to upon our return Tuesday, January 2. We strongly encourage units and faculty to plan accordingly and ensure those sponsored research actions which can be, are concluded prior to close of business (5:00pm) Tuesday, December 19.

2023 Contracts Office Holiday Notice

In observance of the 2023 Winter Break President Cartwright granted UCF employees, the Contracts Office will be closed from Wednesday, December 20, through Monday, January 1. While the Contracts Office will strive to execute as many agreements as possible prior to the closure, Contracts Office staff will not be expected to work during this break. Additionally, many UCF stakeholders who must review these agreements will not be available. If an agreement must be executed prior to yearend, please alert the Contracts Office as early as possible with sufficient information to understand the urgency. Where possible, the Contracts Office will make good faith efforts to ensure the execution of urgent agreements by sponsor provided deadlines and, in doing so, your timely cooperation during agreement processing is needed so that we may best serve you. We appreciate your understanding and cooperation.

2023 Award Management and Grants Accounting Holiday Schedule

The Award Management and Grants Accounting team is responsible for processing post award transactions such as those outlined below. To assist our team in supporting the needs of our research community prior to the extended university closure, please submit all requests to our offices by close of business (5:00pm) Tuesday, December 12. If an emergency arises after this, please alert our offices as quickly as possible so we may attempt to complete request by close of business (5:00pm) Tuesday, December 19. We appreciate your support and assistance.

- prior approval request submissions to sponsors e.g., NCE request, budget transfer requests, etc.
- signature requests by Authorized signatories
- report submissions via sponsor portals
- award setup / Mods processing in HRS
- invoicing and financial reporting
- financial transaction processing in Workday