



Viterbi Business Affairs Office

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### CAMPUS MEMO

**TO:** Viterbi Campus Faculty and Staff  
**FROM:** Nichole Phillips  
Director of Research Administration  
**DATE:** November 1, 2021  
**SUBJECT:** Holiday Proposal Submissions

I hope this memo finds you healthy and safe. I am sending out the annual reminder of submission deadlines to assist with getting us through the last few months of the year.

As you know the University will be closed November 25 and 26 in celebration of the Thanksgiving Holiday. As a reminder the electronic routing document needs to be received **three business days** prior to the proposal deadline or it will be returned without review and not submitted. Please keep this in mind as you prepare for upcoming submissions, especially those due after the holidays. This means the completed TARA/KC edoc with the approved budget, budget justification, cover page, guidelines if applicable and a draft of the SOW.

As a reminder the University will be closed from Friday, December 24 through Friday, December 31 for the Winter Recess. We will not be on-line and reviewing proposals until Monday, January 4. This means by Thursday, December 24 at 2pm most offices at USC will be closed if not closed for the day. Therefore, any proposals that will be due during this time and immediately prior to the closing, will need to be received by the VBA-RA office no later than **Monday, December 20**. This would mean receipt of the completed TARA/KC edoc as stated above.

For proposals due in early January, I encourage you to do as much work prior to the winter recess, such as budget development, for early routing leaving only the final touches to be put on the technical areas once we return.

If you are planning a proposal submission from now through early January if you have not done so already, please alert your research administrator. This way they can alert the appropriate offices.

If we all work together and plan early making it through the shortened schedules and impacted deadlines will be easier for all. Please feel free to contact me if you have any questions at [nicholep@usc.edu](mailto:nicholep@usc.edu) or 213-740-3237.