Viterbi Business Affairs Office  Ph: (213) 740-6230 OHE 500
Fax: (213) 740-3565

CAMPUS MEMO

TO: Viterbi Campus Faculty and Staff

FROM: Nichole Phillips
Director of Research Administration

DATE: October 24, 2016

SUBJECT: Upcoming and Holiday Proposal Submissions

I want to thank everyone who worked with us on routing the proposals to us in a timely fashion last week. It was appreciated and helpful. There were over 50 proposals that routed through last week, to put this in perspective in September our count for the month was 54 proposals. There are a number of upcoming deadlines and it appears this heavy submission trend will continue along with the holiday season fast approaching. Therefore through the remainder of the calendar year proposals need to be received by the Viterbi Business Affairs Research Administration Office (VBA-RA) with the basic routing shell via TARA at least three business days in advance of the deadline, for the holidays the deadlines are indicated below. We will not be able to accommodate same day submissions.

With the first holiday fast approaching it is important that we manage proposals submissions around these dates as well. As you know the University will be closed November 24 and 25 for the Thanksgiving holiday, therefore I am asking for any proposals that are due the week of Thanksgiving and through December 1, be received by the VBA-RA by Friday, November 18.

As a reminder the University will be closed from Monday, December 26 through Monday, January 2 for the Winter Recess. This means by Friday, December 23 at 2pm most offices at USC will be closed. Therefore any proposals that will be due during this time and immediately prior to the closing, will need to be submitted through TARA to the VBA-RA office no later than Thursday, December 15.

For proposals due in early January, I encourage you to do as much work prior to the winter recess, such as budget development, so early routing can be done and there is 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 s/he can alert the appropriate offices.
If we can 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.