

Senior Vice Provost for Research
1938 Liacouras Walk, Suite 301
Philadelphia, PA 19122

phone 215-204-6875
fax 215-204-7486

To: Faculty and Research Administrative Staff

From: Keith Osterhage
Associate Vice Provost for Research Administration

Re: Temple Research Administration 2012 Holiday Schedule

Date: October 5, 2012

Temple's Research Administration, including Sponsored Programs and related offices, will be closed during the upcoming University holiday break (from close of business Friday, December 21, 2012 until 8 a.m. on Wednesday, January 2, 2013). Services normally provided by these units will not be available during that time period. This includes Sponsored Programs, the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), and Clinical Research Administration.

To ensure timely processing and submission of proposals and contracts for external sponsors with due dates during the holiday season, including the first week of January, 2013, application material for submissions with a due date between Friday, December 21, 2012 and Tuesday, January 8, 2013 must be submitted to Sponsored Programs by Friday, December 14, 2012.

We suggest you contact your respective Associate Dean for Research or business administrator to confirm whether your department/school/college has additional submission requirements/deadlines during the upcoming holiday season.

If you have questions regarding this schedule contact Rob Gage for Main Campus submissions (1-7467, gage@temple.edu) or Rosemary Dillon for HSC submissions (2-7547, dillon@temple.edu).

For IRB-related questions contact Chad Pettengill (2-8757, chad.pettengill@temple.edu). For IACUC-related questions contact Sheera Dashkow (2-7263, sheera.dashkow@temple.edu). For IBC-related questions contact Mary Pultro (2-9741, marybp@temple.edu). For questions related to Clinical Research Administration contact Arleen Wallen (2-9639, arleen.wall@temple.edu).