**OSPA Winter Break Hours**

As in the past few years OSPA will implement the partial winter break closing from December 23, 2013 through January 1, 2014. In preparation of the break please note the following timeline for successful goldsheet/proposal submission:

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| **12/02/2013** | GoldSheets should be in OSPA for proposals with budgets of **$2M or more** and due dates between 12/23/13 and 01/01/14. |
| **12/16/2013** | GoldSheets should be in OSPA for proposals with budgets **under $2M** and due dates between 12/23/13 and 01/01/14. |
| **12/20/2013** | All electronic proposal submissions with due dates between 12/20/13 and 01/01/14 must be submitted no later than **4PM** on this day. |
| **12/23/2013** | **OSPA will be closed for partial winter break through Wednesday, 01/01/14**. (Please note: OSPA main phone number (294-5225) and OSPA group emails ([grants@iastate.edu](mailto:grants@iastate.edu), [egrants@iastate.edu](mailto:egrants@iastate.edu), [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu) and [ospa-awards@iastate.edu](mailto:ospa-awards@iastate.edu)) will be monitored daily |
| **01/02/2014** | OSPA will resume regular office hours |

Please note that Liquid Office will be available during the break, but on the days OSPA is closed (see dates above) Liquid Office will not be monitored daily.  This means that any Goldsheet that has not routed all of the way to OSPA before 12/20/13 will likely not progress any further through the system during the break so please plan accordingly.

For a full text of the closure announcement please go to our website: <http://www.ospa.iastate.edu/news/ospa-news.php?id=9>

Following is a list of what you and your PI’s can do to help make this very busy time go more smoothly:

* If you are submitting an electronic proposal submission, please make sure you have filled out the cover page, budget, and justification in the electronic website (Fastlane, Cayuse, NSPIRES, etc.) when you start routing the Goldsheet.  This makes for a faster review.
* For NSF submissions we ask that PI’s allow full SRO access (view/edit/submit) as soon as the Goldsheet is routed.  We assure you that OSPA will not submit any proposals until we have written notice (email) from the PI that the proposal is ready to submit.
* Please keep in mind that OSPA submits electronic submissions on a **first-come first-served** basis and email is the only fair way to do this.  We strongly recommend that you submit early during this time as well.
* Please review program solicitations carefully before contacting OSPA for assistance.  If you do need assistance please send a PDF of the guidelines to us so we’ll have it for reference when you contact us.
* Please make sure all necessary approvers are included on the Goldsheet.  Re-routing of Goldsheets can delay the entire process.
* Remember to monitor the status of the Goldsheet in Liquid Office to make sure it continues to move through all of the necessary approvers.
* The Pre-Award Team continues in a short-staff situation.  We ask for your patience during this time as they might not be able to return email and telephone messages immediately.  We regret any inconvenience this may cause.