



# OSPIP Holiday Planning

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**Office of Sponsored Projects**  
**& Industry Partnerships**

**November 2012**



# Holiday Proposal Calendar

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**LBNL Offices Closed:**

**November 22 – 23, 2012**

**December 24, 2012 – January 1, 2013**

**(additional early closures if authorized by the OCFO)**



# Plan Ahead

- **If something is due during the office closure, plan to submit early.**
- **Discuss any December submissions with your OSPIP CO and plan together.**
- **General suggestion – plan all submissions (pre and post-award) be completed by December 18<sup>th</sup>.**
- **Make sure to communicate to partners outside of LBNL about our Energy Curtailment closure.**