



## OSP Announcements and Updates

**Date: November 28, 2023**

### OSP Office Location Change

Effective December 1, 2023, the Office of Sponsored Programs will be located in the Administration Building, Room 297 on the Boca campus. We continue to have several employees on the Davie campus in Davie West, Rooms 303L and 303P, as well as in HBOI in LE-Room 245. The phone numbers and emails remain the same. The move is occurring on November 30<sup>th</sup>, please be patient as this transition occurs.

### TRAIN Forum

Due to the OSP move and other commitments, we will not be having a TRAIN Forum in December. We will resume the Forums in 2024. If you would like to be part of the committee that arranges the schedule and plans the event, please reach out to Miriam Campo at [campom@fau.edu](mailto:campom@fau.edu)

### Holiday Schedule

Florida Atlantic University will be officially closed from December 25, 2023, through January 2<sup>nd</sup>, 2024. If you have any proposal submissions, progress or annual reports, or contract related documents with deadlines during this time, plan to submit well in advance. The Office of Sponsored Programs will **not** be available to review or submit any documents during the holiday and winter break.

