



### **Happy Holidays from OSP!**

On behalf of OSP we want to wish all of you a very Merry Christmas, Happy Holidays, and a Happy New Year!

As a reminder, in accordance with Boston College's Holiday Schedule the Office for Sponsored Programs will be closed December 24-31, 2021. Normal office hours will resume on Monday, January 3<sup>rd</sup>, 2022.

As such, the OSP staff will not be available during those dates.

**To ensure timely processing of proposal submissions and awards**

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### **January session**

OSP would like to announce our January session. We will be partnering with the A&S Service Center for a very important training event on proposals and budget preparation. This will be held in a classroom setting and also virtually. **Due to space limitations, on-site training will be on a first come, first serve basis, so please register early, we have about 20 on-site spots left.** If there is not enough on-site space we are encouraging virtual attendance.

#### **Save the Date**

**January 11, 2022, Campion 131, 10:00-11:45 (w/virtual option)**

**Topic:**

To register or for any questions, please contact Jennifer Lopez at [jennifer.lopez@bc.edu](mailto:jennifer.lopez@bc.edu).

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\*View slides and footage from our previously held OSP Exchange, visit our website at [www.bc.edu/osp](http://www.bc.edu/osp) and click on the OSP Exchange icon.

## **Recap of New Closeout Process**

### **Notable changes discussed in November's OSP Exchange:**

1- At 90 days prior to the award end date, the PI and the Departmental Research Administrator will receive a notification announcing the upcoming closeout which will include a link to the new Award Ending Notice.

2- At 30 days prior to the award end date, the PI and Departmental Research Administrator will receive a reminder notification which will include a link to the new Departmental Closeout Checklist. This checklist will need to be submitted to OSP with the PI's signature no later than 60 days after the award end date. Please begin using this checklist going forward for all closeouts.

3- On the actual award end date, the PI and Departmental Research Administrator will receive another reminder that the award has ended.

4- We have a new general mailbox, [OSPCloseouts@bc.edu](mailto:OSPCloseouts@bc.edu) where you may receive follow-up notices periodically as we work to reconcile late closeouts.

5- All final non-financial reports must have an official Proof of Submission emailed to your OSP Pre-Award Representative at time of closeout for filing and auditing purposes. Final Proof of Submission should be either a copy of an email from the sponsor notifying of the acceptance of your submission, or a screenshot of the final non-financial report submitted through the sponsor's portal.

\*Please visit our [website](http://www.bc.edu/osp) for copies of the new format Award Ending Notice and Departmental

r Policy. Most notable

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