

To: Research Administrator Support Group  
From: Hamilton Brown  
Date: February 7, 2007  
Re: Hardcopy proposals

Just a gentle reminder - if a Sponsor requires that a proposal, or any part thereof, be submitted as a paper copy, then business offices must forward hardcopies of these documents to OSR so that they are received when the electronic IPF is with us for review and approval. When multiple hardcopies are required then the exact number of copies needs to be forwarded to us as well. Simply put, OSR does not have the capability to print and/or make copies of electronic documents that are attached to eIPFs in RAMSeS. Your cooperation in this matter is much appreciated and will allow our reviews to be completed more efficiently. Many thanks

Hamilton

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