

From: All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of Archnews <archnews@UGA.EDU>
Sent: Wednesday, September 04, 2013 12:51 PM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: Contracts & Grants office move Sept. 17-18

TO: UGA Faculty and Staff
FROM: Pam Ray
Director, Contracts and Grants Division
DATE: September 4, 2013
RE: Contracts & Grants Office Relocation

The Contracts and Grants Division will be moving back to campus from our Lumpkin Street location. The physical move will begin Tuesday, September 17, 2013, and is scheduled to conclude by the close of business September 18, 2013. Our new offices will be in the Graduate School Building, formerly known as the Interim Medical Partnership Building.

Normal operations will be modified during our move as follows:

September 16, 2013: Contracts and Grants Office at Lumpkin Street location will begin to shut down.

September 17-18, 2013: Limited telephone/e-mail access, as staff use remote sessions.

September 19, 2013: Projected resumption of normal operations at The Graduate School Building, 279 Williams Street.

Telephone and fax numbers will remain the same.

We appreciate your patience and cooperation during this move. If you have any questions or concerns, please contact:

Pam Ray, Director, Contracts and Grants, pamray@uga.edu

Tammy Ebert, Associate Director, Contracts and Grants, tebert@uga.edu