



Grant Reassigned/Release Time Approval Form

This form enables deans or head of departments to direct funds that are freed when part of an employee's funded salary and benefits are replaced with an equal amount of salary and benefit funding from external grants and contracts. This type of replacement is appropriate when the employee will be released from part of his or her normal paid duties to work on the grant or contract. This form must be fully signed prior to the start of assignment. **Instructions: Employee will complete the form when their grant is funded; a new form is required for each project year that release time is funded. Faculty buying reassigned/released time from a grant/contract must complete this form and return it to the Office of Sponsored Research and Programs.**

Employee:		Project Year From:	To:
School/Department:			
GL Account to be charged:			
% of Reassigned Time or Release Time bought out by the grant/contract in:	Fall Semester	Spring Semester	
	Calendar		

Rationale Statement for Request

Briefly describe of activity for which Grant Reassigned/Release Time is requested. Distinguish how the activity for which you are requesting reassigned time differs from and extends the activities beyond those funded by the grant):

ALL parties below must read and electronically sign verifying knowledge of the following statement.

Prior to reassignment of any employee, approval must be obtained by all of the appropriate supervisors up to and including the VP for Academic Affairs & Provost:

All signers understand that the teaching faculty member, administrative faculty member, administrator, or staff has been approved for a specific percentage release time to work on the sponsored research or sponsored program. The funds that are released are funds that fall under the authority of the dean or department head. The respective authority will release the employee and will use the released funds to hire adjunct or personnel to complete the regular released work of the teaching faculty or staff member.

NOTE: Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/ or non-federal funds which are used as cost sharing on a federal award. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring agency.