

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):

In acknowledgment of the outlined procedures, all parties listed below are required to thoroughly read and electronically sign, attesting to their understanding of the following statement:

"Prior to the reassignment of any employee, approval must be obtained from all relevant supervisors, culminating in the endorsement of the Vice President for Academic Affairs & Provost. All signatories comprehend that the teaching faculty member, administrative faculty member, administrator, or staff has received approval for a specific percentage release time to contribute to sponsored research or sponsored programs. The funds released fall under the authority of the dean or department head. The respective authority is responsible for releasing the employee and utilizing the released funds to engage adjuncts or personnel for the completion of the regular released work of the teaching faculty or staff member."

This collective acknowledgment ensures a shared understanding among all involved parties regarding the established procedures governing employee reassignment and the utilization of released funds for sponsored research or programs.

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.
