

## Request for Release Time

# Office of Sponsored Programs

Attach this form to the Proposal Review and Compliance (PRC) form if release time from the normal academic load is being requested.

Principal Investigator:

Department:

School/College:

 Release Time in Dollars

 As Requested in the Grant

**Release time for Scholarly Activity is 3 hours.**

Add’l Release time funded by Department: Hrs Academic Year Department Dollar Amount

Release time funded by Grant: Hrs Academic Year Grant Funding Amount

Previously approved release time per grant(s): Hrs Academic Year Grant Funding Amount

Release time funded by OSP (Match): Hrs Academic Year OSP Match Amount

Final Teaching Load Hrs Academic Year

Total: **27** Hrs Academic Year (All approved release time and teaching load should add up to 27 hrs.)

Release Time Dollar Calculation:

Annual Salary x 1/27th x number of release hrs requested = $ requested for release time.

Example: $43,200 x 1/27th x 6 hrs release time = $9,600

Explanation:

Principal Investigator Date

### APPROVALS

Department Chair Date Academic Dean Date

Provost Date

(Provost Signature required if Grant or OSP release time exceeds 3 hrs.)