Grant Course Release Form

This form should be filled out by all principal investigators who have a course release funded in their approved grant budget. The amounts and percentages listed below should reflect the approved budget. Any deviations should be discussed with Research Administration prior to submission. Please fill out one form per semester per grant. Please note this form must be completed and forwarded to Research Administration at the beginning of each semester.

This form is for the □ Fall Semester □ Spring Semester

Principal Investigator Name: ___________________________ Department: _________________

Title of Grant: ___________________________________________________________________

Agency: _________________________________________________________________________

Speed Type: # __________________ Project Grant Number: __ S _________________________

% of Effort required by the grant or specified in your proposal: _________________________

Dollar value specified and approved in your award for Semester: _______________________

Year and # of course release(s) for semester: __________________________________________

Principal Investigator Signature ___________________________ Date_______________________

Speed type for Cost Savings to be transferred to: # _________________________________

(Typically, if utilized, this will be the account in which the PTL’s are paid from.)

Chair Signature ___________________________ Date_______________________

Dean Signature ___________________________ Date_______________________

Provost Signature ___________________________ Date_______________________

Office of Research Administration/ Date Approved ___________________________ Office of Research Administration/ Date Processed ___________________________

Fiscal Services/ Date Processed ___________________________