This form should be filled out by faculty who have a course release funded by an internal award. The internal course release/replacement cost is capped at $6,000.00, including fringe and payroll taxes. Any replacement cost amount over $6,000.00 must be approved by the Vice Chancellor for Research before processing. Salary savings are not associated with internal award course release/replacement cost.

Please fill out one form per semester & obtain the required signatures. Please note this form must be completed and forwarded to Research Support prior to the start of the project.

This form is for the  □ Fall Semester  □ Spring Semester Year: ________________

Requesting Faculty: ________________

Faculty Department: __________________________

Title of Internal Grant: __________________________

Speed type to charge replacement cost: # __________________________

Project Grant Number: __________________________

**Must be filled out by the faculty’s department:**

Name of Faculty Replacement: __________________________

The cost of faculty replacement for the semester is $6,000.00 for internal award course releases. This amount includes fringe and payroll taxes. If the course release is higher, please indicate the amount $____

Benefited FTLs/PTLs are not permitted on internal awards course releases. If no unbenefted FTL/PTL is available, Research Support must be notified. If the Course release is over the allotted amount, the Vice Chancellor of Research must approve.

__________________________
Faculty Signature

__________________________
Principal Investigator Name & Signature (if not the same)

__________________________
Department Chair Signature

__________________________
Dean Signature

__________________________
Provost Office Designee Signature

__________________________
Research Development Signature

__________________________
Date approved (cc: Budget & Provost Office)

****Return a fully signed copy to Research Support.****

Revised: 12/4/2023