

University of Massachusetts Dartmouth
Academic Affairs Division
Internal Award Course Release/Replacement Cost Form

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 \$5,000, this amount also includes fringe and payroll taxes. Any replacement cost amount over \$5,000.00 must be approved by the Associate Provost for Research before processing.**

Salary savings is 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 faculty's department:

Name of Faculty _____

Replacement: _____

Cost of faculty replacement for semester is **\$5,000.00** for internal award course releases this amount includes fringe and payroll taxes. If the course release is over please indicate the amount \$ _____

Benefited FTLs/PTLs are not permitted on internal awards course releases. If no unbenefited FTL/PTL is available Research Support must be notified. If the Course release is over the allotted amount the Associate provost must approve.

Faculty Signature

Date

Principal Investigator Name & Signature (if not the same)

Date

Department Chair Signature

Date

Dean Signature

Date

Provost Office Designee Signature

Date

Research Development Signature

Date approved (cc: Budget & Provost Office)

******Return to Research Support for Processing once signatures are complete.**