

University of Massachusetts Dartmouth
Academic Affairs Division

Grant Course Buy-out Form

This form should be filled out by all faculty who have a course buy-out funded in an approved grant budget. **The budgeted amount of a course buy-out should be 10% of the academic year base salary**, which represents 20% effort during the semester of the course buy-out. Any deviations of effort or cost should be discussed with the Office of Research Administration (ORA). Please note that applicable F&A and fringe benefits will be charged to the source.

Please fill out one form per semester per grant & obtain the required signatures. Please note that this form must be completed and forwarded to ORA prior to the beginning of each semester.

This form is for the Fall Semester Spring Semester Year: _____

Faculty Requesting Course Buy-out(s): _____

Faculty Department: _____

Title of Grant: _____

Agency: _____

Speed type: # _____

Project Grant Number: _____

of course buyout(s) for semester: _____

Faculty Signature

Date

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

College Course Buy-out Speed type for Cost Savings to be Transferred: # _____

(After paying the replacement costs, the remaining balance will be distributed 50/50 between the Dean's office & the department.)

Department Chair Signature

Date

Dean Signature

Date

Provost Office Designee Signature

Date

Course buy-out dollar amount (to be completed by ORA): \$ _____

ORA Signature

Date approved (cc: Budget & Provost Office)