 **COLLEGE OF NATURAL AND SOCIAL SCIENCES**

**Request for Training/Research Grant Dean’s Matching Release Time Unit(s) Form**

(Please include this completed form with your grant proposal)

Project Title:

Name of Principal Investigator:

Anticipated Funding Period:

Please Check One:  New Proposal  Renewal

If this is a renewal, please indicated the number of years this grant has been funded .

Is student(s) involve in this project?  Yes  No

List of Proposal Personnel Workload:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Term(s), Year, & Course(s) to be Released from Teaching | Release Time Unit(s) from Grant | Dean’s Matching Release Time Unit(s) |
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Guidelines for support from the dean’s office and use of grant funded release time:

1. The dean’s office will support an additional unit of release time (up to 2 units per year) for each 2 units of release time paid for by a grant: 2 (faculty grant support) + 1 (dean’s office) = 3 units. There will be no matching unit provided to any proposals who has requested from the agency for the overload and/or more than 4 units of off-semester pay. The following are the conditions for getting an additional unit of release time
	1. In the grant proposal, particularly for research grant proposals, there must be a request for funds to pay graduate or undergraduate students as research assistants or technicians
		1. The faculty member may elect to use the 1 unit at replacement cost from the college for student support
	2. Release time from the grant must be used as release time before or concurrently with any college supported release time
		1. Release time from the college can only be used for release time during the academic year – the funds cannot be transferred to overload, Winter Intersession or summer salary
		2. For student development grants, if a faculty member has accumulated more than six units from the dean’s office over multiple grants, we will ask that the excess units be re-distributed to other faculty member who can do the work supported by the release time.
		3. Release time from the college that is not used during the academic year for which it was awarded, will be reverted back to the college
2. Faculty with grant release time are responsible for informing their department chair about the release time so that their teaching schedule can be appropriately adjusted.
	1. When grant release time is not being used during the academic year for which it was intended on the grant, the principal investigators/faculty member must indicate why the time is not being used during that academic year
	2. If the department chair has been informed about the release time, unused release time from the grant can be rolled over to be used in a subsequent academic year or transferred to a different category
	3. If the department chair has not informed about the release time, unused release time cannot be rolled over to a subsequent year, but the funds can be transferred to a different category
		1. If required by the funding agency, the faculty member must get permission from the funding agency, in writing, to transfer funds between categories or to roll over release time
	4. The funds cannot be transferred to overload, Winter Intersession or summer salary

Principal Investigator (PI) Signature .

Department Chair Signature .

Dean Signature .