



SUBJECT: Release Time Request in the Proposal	Effective Date: July 1, 2011	Policy Number: 07-1-004
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Executive Director, Office of Sponsored Programs (OSP)	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that:

1. The academic program or other administrative activities are not impaired.
2. If any academic program or administrative activities are impacted then the immediate supervisor has enough time for adjustment.

II. Applicability/Scope

Applies to all faculty and staff members who wish to write or submit a proposal to secure external funding

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty/ Staff	Before start writing or during the process of writing a grant the Principal Investigator / Director must seek approval of the immediate supervisor about the allowable release time.	Within a week before the start of writing process.
PI/PD and immediate supervisor	As a general rule one can request (or buy out) only a cumulative of 75% of his/her time to devote to the project (s).	In case of doubt or further clarity check with the Executive Director of OSP as soon as possible.
PI/PD	Funds for release time can be requested only on the basis of base salary. Salary cannot be increased or supplemented because of the grant. However, any 9-months employee can request 100% salary for the two months of summer based on the base salary.	

IV. Related policies/References for more information

Authorizing Official: <u>M. I. Sharp</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	