



FACULTY COURSE RELEASE OR CREDIT HOUR RELEASE TIME FORM

*This form is to be used when full-time faculty are released from their regularly assigned courses or other duties so that they may perform grant-related work and should be submitted prior to the period for which released time is requested. This form is **NOT** to be used for faculty compensation during the summer. A faculty summer contract is needed for that purpose.*

University Grant Account Number

Fund Dept. Program Grant ID

Sponsor

Name **CSU ID**

Grant Position **Course or Credit Hour Release**

Time Period (semester or dates) **Number of Credits for Release**

Dollar Amount **Account No. to be credited where faculty being released is paid from**

To be completed by Chair:

If released from a course, was someone hired as a replacement? Yes No

If yes, name of replacement:

Course No. Section No. Amount Paid

Replacement was charged to Combo Code.

Chair and Dean please note: *Your signature below authorizes a budget transfer from the 0159-line to the appropriate part-time personnel line in the amount indicated above to cover the cost of the replacement.*

PI	<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>
	<i>Submit this form to SPRSJOURNALS@CSUOHIO.edu</i>		
SPRS	<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>
Department Chair/Director	<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>
College/School Dean	<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>

To Provost Office for Review Budget Office