FRG Request for Course Release (on website with link to form)

Faculty members who would like release time to work on a Faculty Research Grant must complete the required request form. The form must be approved by department head, dean, and the Vice President for Academic Affairs before an application can be submitted for a Faculty Research Grant. Please refer to the guidelines for additional information.

Addition to be made to FRG Guidelines:

If a faculty member requires release time to complete a Faculty Research Grant, approval must be granted before applying for grant funds. Approval should be retained from the department head, dean, and the Vice President for Academic Affairs. Departments will be tasked with finding an adjunct to cover any courses that are granted release from the faculty member and replacement faculty will be funded by Academic Affairs.

Request for Release Time

This request form must be completed and approved by department head, dean, and Vice President for Academic Affairs before faculty can apply for a Faculty Research Grant.

1. Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. College (abbrev): \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Campus Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Duration of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Amount of Release Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Anticipated Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Justification for release time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURES

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Department Head Date

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Dean Date

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Vice President for Academic Affairs Date