

Bowie State University
Office of Research and Sponsored Programs (ORSP)
Proposal Authorization for Release Time Request

Please complete a form for every participant who will receive release time

Grant-Funded Release Time

Academic-Year Release Time is the non-teaching component of a full-time faculty member's effort. Often, it is related to sponsored research. Grant funds requested to support Release time, which would reduce a faculty member's teaching load, must be reviewed as a part of the pre-submission process. Release time requests should be in support of activities consistent with the institution's mission and priorities. All such arrangements must be approved by the appropriate Department Chair/Supervisor and Dean/Vice President before a grant proposal is submitted.

Principal Investigator (PI) and Agency Information

PI: _____

Project Title: _____

Funding Agency: _____

Deadline for Submission: _____

Release Time Request

☐ This proposal requires Release Time cost of _____ to be provided by the University.

☐ PI, ☐ Co-PI, ☐ Other has requested _____ % Release Time for _____ semester(s) during FY _____

Sign

Print

Date

Approvals:

Sign

Print

Date

Department Chair/Supervisor

Sign

Print

Date

Dean/Vice President

Comments _____

ORSP use only:

Date Submitted to ORSP _____

Date Submitted to Agency: _____

Reviewed By: _____