

Form Must be Typed

**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 and Dean 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**

Sign

Print

Date **Dean**

Comments _____

ORSP use only:
Date Submitted to ORSP _____ Date Submitted to Agency: _____ Reviewed By: _____