

Course Buyout/Course Release Request Form

The College of Social Science requires documentation to support requests for course buyouts from extramural funding (grants and fellowships) or course releases from internal funding sources. These requests should be made at time of grant submission or fellowship application. Plan for at least 10 business days for review prior to the RFP/RFA deadline in line with the. [College of Social Science Proposal Submission Deadline Policy](#).

Request from Faculty Member

I request a course reduction for the _____ academic year. In accordance with the provisions of the College's Guidelines for Course Buyouts and Course Releases, I present the justification, project information and required approval from my chair/director below and attach the proposal budget and budget justification.

Course Buyout/Release Justification

Project Information

Sponsor Name	
Proposal Document	
Project Title	
Project Period	
Direct Cost	
Indirect Cost (rate:)	
Total Project Cost	
Faculty Base Salary	
Salary requested from sponsor (salary plus fringe benefits)	

Externally funded projects: Minimum salary must be at least 15% of nine months.

Internal grants and fellowships: at a minimum generate enough funding to cover the cost of replacement instructional needs created by the faculty absence.

Principal Investigator: _____ **P.I. Signature:** _____

Departmental Approval

Chair/Director Name: _____ **Chair/Director Signature:** _____

Unit: _____

Dean's Office Review Only

Preliminary Review (grant submission/fellowship application)

Associate Dean:

Final Approval (grant/fellowship funded)

Grant Award dates: _____

Course Buyout/Release to be taken: _____ **Year:** _____

Semester: _____

Multiple Year Request:	Yes	No

Chair/Director _____ **Approval:** _____

Associate Dean for Research Approval: _____

Associate Dean for Faculty Affairs Approval: _____