



## 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*	

**\*Minimum salary must be at least 15% of nine-month salary plus fringe benefits.**

**Principal Investigator:** \_\_\_\_\_ **P.I. Signature:** \_\_\_\_\_

### Departmental Approval

**Chair/Director Name:** \_\_\_\_\_ **Chair/Director Signature:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

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**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:** \_\_\_\_\_