

PART I - Personnel Data

Employee Name		Employee ID	
Title		Discipline	
Classification	☐ Faculty ☐ Administrative Faculty (Chair, Dean, Director)		
Frequency of Pay	☐ 9-Month (9/9) ☐ 9-Month (9/12) ☐ 12-Month (12/12)	Annual Salary: \$	

PART II - Project Information

Project Title
Project #

Academic Year	Semester	Percent (%)	Sponsor (\$)

Attach an explanation of the modification if applicable.
For new requests, this is not required

Part III - Statement of Policy

The funds that are released are state funds that fall under the authority of the school director or immediate supervisor. The school director/immediate supervisor will release the faculty member/staff member, and the state-released funds will be released to the Provost and the VP for Research.

Employee Signature

Date

Department Chair/ Director Signature

Date

Dean Signature

Date

For ORA-FRA Use Only:

Is the release time between 10% and 99%

☐ Yes ☐ No

Is F&A budgeted at the full or sponsor-allowed rate (≥8%) with no waiver?

☐ Yes ☐ No

Is graduate or undergraduate salary included in the budget?

☐ Yes ☐ No

Is the employee a PI or Co-PI on this project?

☐ Yes ☐ No

Reviewed
By:

Date: