



FACULTY COURSE RELEASE ACKNOWLEDGEMENT FORM

This form is to be used when full-time faculty are released from their regularly assigned courses or other duties so that they may perform grant-related work under an ISRC or TLT grant awarded through the NYIT Office of Academic Affairs. The form should be submitted to the NYIT Office of Sponsored Programs and Research prior to the period for which release time is requested. This form is NOT to be used for faculty compensation during the summer. A faculty summer contract is needed for that purpose. This form is NOT a substitute for the Faculty Compensation Record(s) (Faccomp) which must still be submitted via PeopleSoft.

Type of Grant (ISRC or TLT) [ ]

Project Title [ ]

Project Period [ ] [ ]
Start Date (month/date/year) End Date (month/date/year)

Name of Full-Time Faculty Member [ ] NYIT ID [ ]

Grant Position (PI, Co-PI, etc.) [ ]

Time Period of Course Release [ ] Semester or Dates Equivalent Lecture Hours (ELHs) of Course Release [ ] Number of ELHs

Dollar Amount [ ] Account No. to be credited where faculty being released is paid from [ ]

To be completed by Chair:

If released from a course, was someone hired as a replacement? Yes No

If yes, name of replacement: [ ]

Course No. [ ] Section No. [ ] Amount Paid (salary only; excluding fringe benefits) [ ]

Replacement was charged to Budget Code: [ ]

Chair and Dean please note: Your signature below authorizes course release for the above-named full-time faculty member. OSPAR's signature below authorizes a budget transfer from the 124011-62210 line to the appropriate part-time personnel line in the amount indicated above to cover the cost of the replacement.

PI Name (please TYPE or PRINT legibly) Signature Date

Department Chair/Director Name (please TYPE or PRINT legibly) Signature Date

College/School Dean Name (please TYPE or PRINT legibly) Signature Date

OSPAR Name (please TYPE or PRINT legibly) Signature Date