**TWU Office of Research and Sponsored Programs (ORSP)**

**Reassigned Faculty Funds Request for Grant Buy-Outs**

Workload reassignment or course buy-out generally means that a course release has been given so the faculty member can work on an externally funded grant.  The corresponding percentage of the person’s appointment is directly charged to the grant account during the term of the buy-out. In effect, the grant “buys” the faculty member’s released time by paying for that portion of their salary so that the equivalent amount of effort can be spent working on the grant. The buy-out amount is returned to the Academic Affairs holding account and may be utilized to fund an alternative to teach the released course and related administrative expenses. Please complete this form to access funds for alternative sources to teach the released course and related administrative expenses. Once signed by the unit administrator and dean, this form should be submitted to ORSP to verify the grant funding and then forward to the Provost for approval. Once approved, Academic Resources and Budgets will initiate the transfer of funds.

**Name and department of the faculty member whose time will be reassigned**

**Description of the reduction in workload and reason for reduction** (i.e., name of grant, number of credit hours being reduced, semester(s) affected, etc.)

**Explanation as to how the faculty assignment be covered** (GRA, adjunct, etc.)

**Amount(s) requested to replace the faculty assignment:**

**Account number(s) into which funds should be placed**

**Required Signatures / Approvals:**

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Unit administrator Dean

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Research & Sponsored Programs Provost Office

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| *For office use only:* |