



SOUTH CAROLINA STATE UNIVERSITY
FACULTY/STAFF RELEASE TIME FORM

It is the policy of South Carolina State University that all Principal Investigators/Project Directors who have Release Time (RT) in a project must complete the following information for each individual with RT and must secure the appropriate signatures before an account is established.

Table with 3 columns: Faculty/Staff, Employee ID, Department, Budget Period, Semester(s)/Indicate specific dates, Project Title, Funding Source, Award/Contract #, SCSU's Grant Index#, Annual Salary, Salary Validation, Performance Period.

Type of Award:

Grant Cooperative Agreement Contract Other:

Funding Type:

Federal State Private Other:

This form authorizes the Release Time (RT) for the above stated faculty/staff and the appropriate charges from the Indexes listed below:

Table with 4 columns: %Release Time, Dollar Amount, Grant Index #, Cash Match (Yes/No).

IMPORTANT NOTE: Once signatures are obtained, please return a copy to the Office of Sponsored Programs.

I have reviewed the information contain herein and hereby submit my signature as approval:

Approval lines for Principal Investigator, Department Chair, Asst. VP of Sponsored Programs, VP of Economic & Research Development & 1890 Ext. & Research (Evans-Allen Programs Only!), and Human Resources, each with a corresponding Date field.

Line #	Banner Index#	Banner Acct#	Amount	Begin Date	End Date	Percent Total Must =100%
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