**Oklahoma Regional Universities**

**Application for Release Time from Teaching**

**for**

**Curriculum Development**

**or**

**Grant Proposal Development**

Funds for release time from teaching obligations (up to 5 teaching load credit hours) will be provided to assist faculty members at Oklahoma regional universities in the preparation of grant applications to support **(1)** biomedical research projects or **(2)** curriculum redesign and course development intended to improve the preparation of future biomedical researchers.

This application may be downloaded at okinbre.ouhsc.edu.

Name: Institution:

E-mail:

Address:

Telephone:

Semester for which release time is requested:

If this is a summer term, provide summer teaching load and the names of courses from which you will be released.

Working Title for Proposed Grant Application:

Granting Agency and Program:

Submission Deadline:

Working Title for Curriculum Development:

Planned semester for implementation:

Budget:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Annual salary | 1 | $ |
| 2 | Annual load (load credit hours) | 2 |  |
| 3 | Number of teaching hours to be released in semester | 3 |  |
| 4 | Fraction of load to be released (divide line 3 by line 2) | 4 |  |
| 5 | Salary from OSRHE (multiply line 1 by line 4) | 5 | $ |
| 6 | Fringe benefits rate (as fraction: i.e., 40% is 0.4) | 6 |  |
| 7 | Fringe benefits from OSRHE (line 5 multiplied by line 6) | 7 | $ |
| 8 | Total amount requested from OSRHE (add lines 5 and 7) | 8 | $ |

Note: This program does not provide F&A.

Include with this application:

* Brief description of the proposed project. Limit is one page, single spaced, with one inch margins. If diagrams are required, you may attach one additional page.
* NIH biosketch

Release Time application for

\*Approved: Date: \_\_\_\_\_\_\_\_\_\_\_\_

(Department Chair)

\*Approved: Date: \_\_\_\_\_\_\_\_\_\_\_\_

(Dean)

\* Approval signatures acknowledge the availability of personnel to cover time released.

**Send completed application to: Ms. Dawn Hammon at** [**dhammon@osrhe.edu**](mailto:dhammon@osrhe.edu)

Applications will be accepted throughout the year. There is no application deadline. For questions or additional information, please contact Dawn Hammon ([dhammon@osrhe.edu](mailto:dhammon@osrhe.edu)).

**Requirements for Curriculum Development Release Time Awards**

1.    Within 30 days of completing the release time award, the funded applicant must provide a progress report containing the syllabus and outline of the final course developed. It should also include when the new or revised course will go (or went) to the University committee for approval and the committee’s decision on implementation of the newly designed or redesigned course. This report should be submitted to Dawn Hammon at [dhammon@osrhe.edu](mailto:dhammon@osrhe.edu).

2.    If a progress report is not received within 30 days as required future requests for OK-INBRE funding will not be accepted.

**Requirements for Grant Development Release Time Awards**

1. If a faculty member is provided Release Time for Grant Proposal Development, a grant application **MUST** be submitted within six months of the end of the release time that was awarded (unless the funding agency has only one deadline per year or that the deadline for which they will be submitting their application is beyond the six-month window).
2. The applicant must provide one exact copy of the submitted grant application generated through the approved release time to Ms. Dawn Hammon at [dhammon@osrhe.edu](mailto:dhammon@osrhe.edu) within 10 business days of submitting the original to the funding agency.
3. After the grant application has undergone peer review at the funding agency, the applicant must transmit the final critique provided by the funding agency to Ms. Dawn Hammon at [dhammon@osrhe.edu](mailto:dhammon@osrhe.edu) within 10 business days of receipt of the final critique and summary statement.
4. If a faculty member fails to comply with regulations 1, 2, and 3 above then future requests for OK-INBRE funding will not be accepted.

**ABOUT OK-INBRE**

OK-INBRE is a statewide infrastructure research grant awarded by the National Institutes of Health (NIH) Institutional Development Award (IDeA) Program.  The OK-INBRE Network is diverse, comprising OUHSC, the lead institution, whose primary mission is biomedical research, education, and patient care, along with eleven collaborating institutions. The OK-INBRE program helps to build State capacity for carrying out biomedical research by supporting promising new biomedical research faculty, recruiting students into biomedical research careers, and sustaining vital statewide core facilities.  The scientific themes of OK-INBRE are multi-disciplinary, targeting the fields of Infectious Diseases, Cancer, and Developmental Biology. These thematic foci are closely linked with the strategic research plan of the lead biomedical research-intensive institution. Support for students through OK-INBRE is provided by summer internships, participation in the faculty research projects, and enrollment in new educational programs in bioinformatics. An integrated network of bioinformatics facilities is also supported that is dedicated to supporting research in big data analysis.  The NIH IDeA program supporting OK-INBRE is funded by the National Institute of General Medical Sciences.