

**Application for Release Time from Teaching**

**for Curriculum Development or Grant Proposal Development**

**Send completed application to Ms. Dawn Hammon at** **dawn-hammon@ouhsc.edu**

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

Name: Institution:

E-mail: Address:

Release time is requested for: Grant Proposal Curriculum Development

Working Title for Proposed Grant Application:

Granting Agency and Program:

Submission Deadline:

Working Title for Curriculum Development:

Planned semester for implementation:

Semester for which release time is requested:

Budget:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Annual salary  | 1 | $ |
| 2 | Annual load credit hours  | 2 |  |
| 3 | Number of hours to be released  | 3 |  |
| 4 | Percent of load to be released (divide line 3 by line 2)  | 4 |  |
| 5 | Salary requested  | 5 | $ |
| 6 | Fringe benefits rate  | 6 |  |
| 7 | Fringe requested  | 7 | $ |
| 8 | Total salary requested  | 8 | $ |

Note: This program does not provide support for F&A costs.

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

 (Department Chair)

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