

## GRANT COURSE BUYOUT FORM

This form should be filled out by all grant principal investigators who have course buyouts in their grants. Please notify the Research Office should there be any changes.

A change from what was stated in your proposal as *percent of effort* you will be devoting to your grant research can only be *approved by the funding agency* and in most instances, can not be changed. You should discuss any need for change with the Dean of Research or the Administrative Assistant in the Research Office before contacting the agency.

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Title of Grant \_\_\_\_\_

Agency \_\_\_\_\_

Grant Period \_\_\_\_\_  
(start and end date)

% of Effort required by the grant or specified in your proposal \_\_\_\_\_

Year and # of course buyouts for Fall semester \_\_\_\_\_

Year and # of course buyouts for Spring semester \_\_\_\_\_

Principal Investigator signature \_\_\_\_\_

Date \_\_\_\_\_

Chair's signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*If you need assistance filling out the Journal Entry Transfer Form which must be filled out for your course release salary from your grant, please contact Joan McGrath or ask your department secretary. All Journal Entry Transfer forms should be sent to Joan. The Research Office will copy the form for your grant file, forward it on to Accounting, and cc Andrea Michaels so that the proper credit will be given to your department budget.**