RELEASE TIME PROCEDURES
SPONSORED RESEARCH AWARDS

Overview

Release time (RT) is the portion of time a faculty member is released from normal department duties or teaching responsibilities during the academic or calendar year to work on a sponsored research project and paid from that project fund during the same period of time.

When a portion of the Principal or Co-Principal Investigator (PI) salary is charged to the grant, the release time funds (in the state funded position occupied by the employee) remain with the academic department where the employee is assigned.

The released funds are tracked by the BSS on the department’s IFLEX spreadsheet and are repurposed by the department to pay for part-time lecturers, TAs, RAs, lab equipment & supplies per the Chair or Director’s discretion.

All RT must be fully paid for by the sponsoring agency. Proposal budgets must reflect the full cost of RT (salary, fringe benefits, and indirect cost) to the funding agency.

A 9-month PI / CO-PI can only earn RT during the academic year (AY), but a 12-month PI / CO-PI can earn release time anytime during the calendar year (CY). Again, RT should be processed for the timeframe the work is being done on the project and within the project period.

If a PI determines that s/he needs to teach one less 3-credit course for a semester to conduct sponsored research, s/he can request a course buyout from the Chair at the proposal stage. The budgeted amount in the proposal for the course release is 1.125 month of effort for the PI.
Determining a Course Buyout by Dollar Amount for Budgeting Purposes

Based on the standard 24 credit hour, 9-month per AY course load, one 3-credit hour course would equal 12.5% of their annual effort. (8 courses per AY x 12.5 = 100%)

To calculate the budget dollar value of 12.5% effort for the one 3-credit hour course, the PI multiplies his / her annual salary by 12.5%. For example if a PI earns $100K during the AY and needs to request one course buyout, multiply 100,000 x .125 = $12,500. This is the budget dollar amount for one course release for this PI for the AY.

Processing Release Time

Professor Grant’s proposal is awarded for project period 10/1/16 – 3/15/17 and includes $12,500 in release time budget for himself.

1. The COE Contracts & Grants Office will complete the release time form and email it to Professor Grant (also include the BSS on the email) and ask him to print it out and sign it and then give it to the BSS for the Chair’s signature.

2. In the same email, ask the BSS to get the Chair’s signature on the release time form after Professor Grant signs it. Then ask the BSS to scan it / email it to the research administrator in the COE Contracts & Grants Office.

3. The research administrator in the COE Contracts & Grants Office will forward the email to the post-award administrator in the Central Grants & Contracts Office so that a PC2 can be processed to properly allocate Professor Grant’s salary during project period 10/1/16 – 3/15/17.

4. GCA will forward the completed PC2 to Alice Patterson in Financial Services who will then forward it to Payroll for processing.

5. If a PI wishes to transfer release time budget to summer salary or graduate salary, the department or center Chair or Director may request to be consulted before a budget revision is processed. **Note:** Transferring RT funds between budget categories may require prior approval from the sponsoring agency depending on the terms and conditions of the award.

NOTE: Since the project period runs from 10/1/16 thru 3/15/17, we can only process the release time for this time period.
Sponsored Activity Release Time Form

To be used for Released Time committed to Grants, Contracts, and Recharge Units is form after the award of a Grant/Contract which indicates release time for full-time Faculty. Filling this form, please Print, Sign and Forward to the Office of Grants & Contracts Administration.

<table>
<thead>
<tr>
<th>College/Unit:</th>
<th>Enter College Name / Academic Affairs</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Enter Department Here</td>
</tr>
<tr>
<td>Name of Individual:</td>
<td>Norman E. Grant</td>
</tr>
<tr>
<td>UNC Charlotte ID:</td>
<td>8008888888</td>
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Grant/Contract Information:

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<tr>
<th>Original</th>
<th>Project Title</th>
<th>Fund-911100 Payroll Begin</th>
<th>Payroll End</th>
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<td>Project Title Entered Here</td>
<td>551234</td>
<td>10/1/2016</td>
<td>3/15/2017</td>
<td>12,500.00</td>
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Revision #

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<th>Amount</th>
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Total Released Salary Dollars: 12,500.00

Plan for use of released salary funds:
To hire part-time lecturers and teaching assistants.

Prepared By: Research Administrator COE Date Here

Print Name Date

SIGNATURES:
Principal Investigator: Norman E. Grant signature here date here
Print Name Signature Date

Department Chair: Department Chair signs here signature here date here
Print Name Signature Date

Dean: Optional
Print Name Signature Date

Grants & Contracts Administration
Interim Executive Director, Valerie A. Crickard

GCA funds 5555555
Manager, Cost Analysis: A. Chea Smith signature here date here
Cost Analysis recharge unit 1555555

Signature Date
How Professor Grant’s Release Time Affects Department Operating Fund

Even though Professor Grant is a 9-month faculty member, his normal teaching pay is divided by 12 months and earned during the 12 months of the CY (or 24 pay days).

Since his normal AY salary is $100,000, we divide this amount by 24 pays to find his pay earned each pay day for teaching from department operating fund 101234. Thus, $100,000 / 24 pays = $4,166.66 normal salary earned each pay day for the 12 months of the CY.

1. $12,500 of his $100K salary will be charged to grant fund 551234 in equal payments of $1,136.36 each pay day from 10/1/16 thru 3/15/17 (the timeframe of the RT processed or 11 pays.) This reduces the salary charged to 101234 by $12,500 or $1,136.36 for each of those 11 pay days from 10/1/16 thru 3/15/17 ($12,500 / 11 pays = $1,136.36).

2. $87,500 of his $100K salary is charged to 101234 at $4,166.66 each pay day from 7/1/16 thru 9/30/16 and from 3/16/17 thru 5/15/17, which is outside the timeframe of the release time appointment. This is = to his normal academic year teaching salary.

Below is a snapshot which shows how Professor Grant’s salary is charged during CY 16/17 for 7/1/16 to 12/31/16 due to the release time processed for 10/1/16 – 3/15/17. Only $3,030.30 is charged to 101234 from 10/1 thru 12/31 each payday.

The second snapshot below shows Professor Grant’s salary charged during CY 16/17 for 1/1/17 to 6/30/17 due to the release time processed for 10/1/16 – 3/15/17. Only $3,030.30 is charged per payday to 101234 from 1/1/17 thru 3/15/17.
The third snapshot below shows Professor Grant’s salary charged the full CY.

To Recap: The $12,500 in salary charged to #551234 results in $12,500 of Professor Grant’s salary not being charged to #101234. The $12,500 should be tracked by the BSS on the IFLEX / 1310 spreadsheet and the released salary should be spent by the end of the current fiscal year following state fund guidelines.
**Entering the Two Appointments in SAM for the Release Time Processed**

Either the research administrator in the COE Contracts & Grants Office or the BSS (depending on who has agreed to do this) will make the two entries in SAM and are shown in the snapshot below.
Viewing the Total Fund Report in SAM

Total Fund Report in SAM shows “release” of $12,500 against his $100K normal pay.
LINKS OF INTEREST

UNC Charlotte Policy 60.1: Effort Reporting:  
http://research.uncc.edu/sites/research.uncc.edu/files/media/files/gca/Policy-60.1-Effort-Reporting-06-16.pdf

UNC Charlotte Office of Grants & Contracts Release Time Form with Instructions  
http://research.uncc.edu/departments/grants-contracts-administration-gca/forms  
(Revised 5/23/17)