

Intent to Use Banked Reassigned Time

Please fill out the form below and bring it to the Office of Research and Sponsored Programs to initiate the use of banked reassigned time for a teaching release in the coming semester. This document should be completed no later than a month before the start of the semester in which you want to use your banked time, but as early as possible to assist in course planning.

Please attach copies of the original *BC-ORSP RF Staff Effort Cover Sheet* and *RF Staff Effort Notice* to make it clear which transaction is responsible for the time you will be using. The rule is that you can bank time for up to 3 years, so you would be advised to use a "first in-first out" policy in withdrawing your time.

Faculty Name: _____ Department: _____

Semester/Year in which time is being used: _____

Number of Hours: _____

Grant Sponsor and Title: _____

RF Account Number: _____

Semester in which time was banked: _____

Faculty Signature: _____ Date: _____

Chair's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

ORSP Signature: _____ Date: _____

For Office Use: Entered: _____ Date entered: _____ Initials: _____

It is recommended that both the PI and the Chair maintain a copy of this form for their records.