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.

ORSP 9/2011