Brooklyn College Sponsored Research Funded
Reassigned Time Approval Form

Faculty buying reassigned time from a grant/contract must complete this form and return it to the Office of Research and Sponsored Programs as the first step in completing the CUNY Staff Effort Notice (SEN). The CUNY SEN withdraws from a grant/contract the funds budgeted in the award for faculty reassigned time. The College then allocates the necessary funds for adjunct replacement to the appropriate department. Staff Effort notices must be submitted to the Research Foundation within 90 days of the start of work on any sponsored award. The PI and the Chair must maintain a copy of this form for their records.

Faculty Member to be Reassigned: ________________________________

Department: ________________________________________________

Inclusive Dates of Grant: _____________________________________

Grant Sponsor and Title: ________________________________________

RF Account Number: __________________________________________

Number of Hours: _____________________________________________

I intend to take this reassigned time by Fall/Spring and year: ____________

Faculty Signature: ________________________ Date: ______________

P.I. Signature: ____________________________ Date: ______________
(if different from above)

Chair’s Signature: ________________________ Date: ______________

Dean Signature: __________________________ Date: ______________

ORSP Signature: __________________________ Date: ______________