

“Time Release” Project Application

Name: _____
Last First Middle Initial

Phone E-mail Address

Division: _____ **Discipline:** _____

Title of Proposal/Project: _____

Which are you applying for:

Course Release Summer Release Time Grant

If applying for Course Release, when is it anticipated: Fall Spring

In a separate document, please provide the following information:

1. Description of project – 1,500 words or less
 - a. Please describe your research or creative project that will be undertaken. Also address how your project fulfills each of the criteria listed below.
2. Please describe how you will use this release to advance your research or creative project and, if applying for a course release, discuss how your discipline/division plans to cover the release without significantly impacting course availability or colleagues’ workloads. (1,500 words or less)
3. Plan for publication or other product of the project
4. Abbreviated curriculum vita (maximum two pages)

Applicant:

Name

Signature date

Approval of Chair:

Name

Signature date

Yes No: A summer release time grant is necessary because course release is not possible in this discipline at this time.