



Course, Research, or IPA Release Form

Forms should be routed through all approvals and submitted to Sponsored Programs Accounting prior to the effort release taking place. Please submit completed forms to grantaccounting@wpi.edu

Faculty/Employee Name	
Faculty/Employee Department	
Dates of Release (term/semester/month)	
Total Salary Redistribution (direct salary)	
New Costing Allocation (worktag to charge)	
Type of Release	<input type="checkbox"/> Course Release <input type="checkbox"/> Research Release <input type="checkbox"/> IPA Assignment

Please describe the reason for the request:

Approvals:

 Principal Investigator Approval Date
The payroll charge noted above is allowable, allocable, and reasonable and is for the purposes/objectives set forth in the terms and conditions of the award

 Department Head Approval Date
The faculty member is approved to be released from instruction and/or research duties to devote effort to the scope of work on the worktag(s) noted above

 Dean's Office Approval Date
Acknowledgement of effort release

 Sponsored Programs Accounting Approval Date
Funding is available on the worktags noted above and the effort is allowable per sponsor regulations

Copy of finalized form will be forwarded to the Provost's Office and all other signatories