



### **Course, Research, or IPA Release Form**

This form should only be used to request a course, research, or IPA release from a faculty member's academic year appointment. If you have a question regarding this process, please contact [grantaccounting@wpi.edu](mailto:grantaccounting@wpi.edu).

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](mailto: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                             | <div>Course Release      Research Release      IPA Assignment</div> |

Please describe the reason for the request:

### **Approvals:**

|   |               |
|---|---------------|
| _____<br>Principal Investigator Approval  | _____<br>Date |
| <i>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</i> |               |

|  |               |
|--|---------------|
| _____<br>Department Head Approval  | _____<br>Date |
| <i>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</i> |               |

|  |               |
|--|---------------|
| _____<br>Dean's Office Approval          | _____<br>Date |
| <i>Acknowledgement of effort release</i> |               |

|   |               |
|---|---------------|
| _____<br>Sponsored Programs Accounting Approval   | _____<br>Date |
| <i>Funding is available on the worktags noted above and the effort is allowable per sponsor regulations</i> |               |

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