Release Time

Background Information

Release time is when an individual is working on a specific project during their contractual period. For faculty, release time can be taken from 07/01/XX-06/30/XX for all faculty.

A sponsored activity release time form is used to process the faculty member’s pay for the designated period to charge to the grant fund, thus releasing state funds that would normally pay the individual’s salary. Release time cannot cross fiscal years. A copy of the Sponsored Activity Release Time Form can be found here.

Instructions for Processing

When completing the Sponsored Activity Release Time Form, please be sure the following conditions have been met:

- The dates of the release time are within the award’s period of performance.
- The start date of the release time form matches the payroll dates (ex. Release time must start on either the 1st or 16th of the month).
- Funds are available in the correct account line (911100) on the grant fund.
- The person is listed in the award document to receive release time on the grant fund.
- The salary amount cannot exceed 100% of their normal salary amount per pay period.

If the above conditions have been met, the College Research Office/Department should have the form signed by all necessary parties and submit to their designated Research Officer in GCA for approval. The Research Officer will review the form and submit to GCA management for approval and submit to the budget office for processing.

If the Release Time Form is received AFTER the date of the start of the release time, a Cost Transfer Justification Form must accompany the Release Time Form, documenting why the form is being submitted late. This form can be found online here.

*Please note, GCA Research Administrators have 5 business days to process accurate Release Time Forms. Any forms received with incorrect information will be returned to the College Research Office/Department and will need to be resubmitted.*