

Release Time

Fall 2021

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Overview

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- Who has to sign the form and why?
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- Research Office/Business Office responsibilities
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What is release time?

- Release time is defined as the time the department releases the PI from normal departmental duties (teaching, public service, etc.) to perform research.
- Release time is directly charged to a sponsored project instead of departmental funds.
- Per the instructions in Wilson College's Allocation Guidelines, 75% of the funds released from the state appropriated source are allocated to the PI for future use. The remaining 25% is retained by the department to assist with graduate student recruitment, start up packages for new faculty and support for attaining minimum stipends for our doctoral assistantships.
- Release time is a redistribution of base salary/effort and does not result in additional compensation.
- Release time includes non-teaching pay for time spent on certain contract and grant projects (sponsored projects/ledger 5-account) during the academic year.

Continued...What is release time?

- Faculty time on a grant is considered to be a fraction of their normal effort. Typical effort sums to 100% of faculty time; the proportion of time a faculty member works on a sponsored project is a fraction of that 100% time.
- Released time must be provided in the project's proposal budget and budget justification, if allowed by the Sponsor. Charged effort should always reflect the actual time spent on the project. When a faculty member requests that their release time on a grant be counted towards cost sharing on a grant proposal, there is no exchange of funds between accounts.
- Release time is generated by Faculty members' paid academic year effort on ledger 5 accounts (sponsored project account). At the proposal stage, if a set level of paid effort is designated, said effort is designated as release time.

When is release time processed?

- In general, release time is processed annually in October or November depending on the timing of legislative increases.
- Release time is also processed throughout the year as projects are awarded.

Release time form demo

<https://docs.google.com/spreadsheets/d/1yH0fSiXp8Qtx1ImtmwbCTSrlBlufLjx8AJEjWEB7DwQ/edit#gid=0>

Who has to sign the form and why?

- PI signs first to verify effort and amount(s) listed for each project on the form.
- Department Head signs second to verify that s/he is aware of the activity and that the PI has enough available effort to devote to the project.
- Contract Manager (CRO) signs after PI and DH sign, to verify the accuracy of the budget and availability of funds.

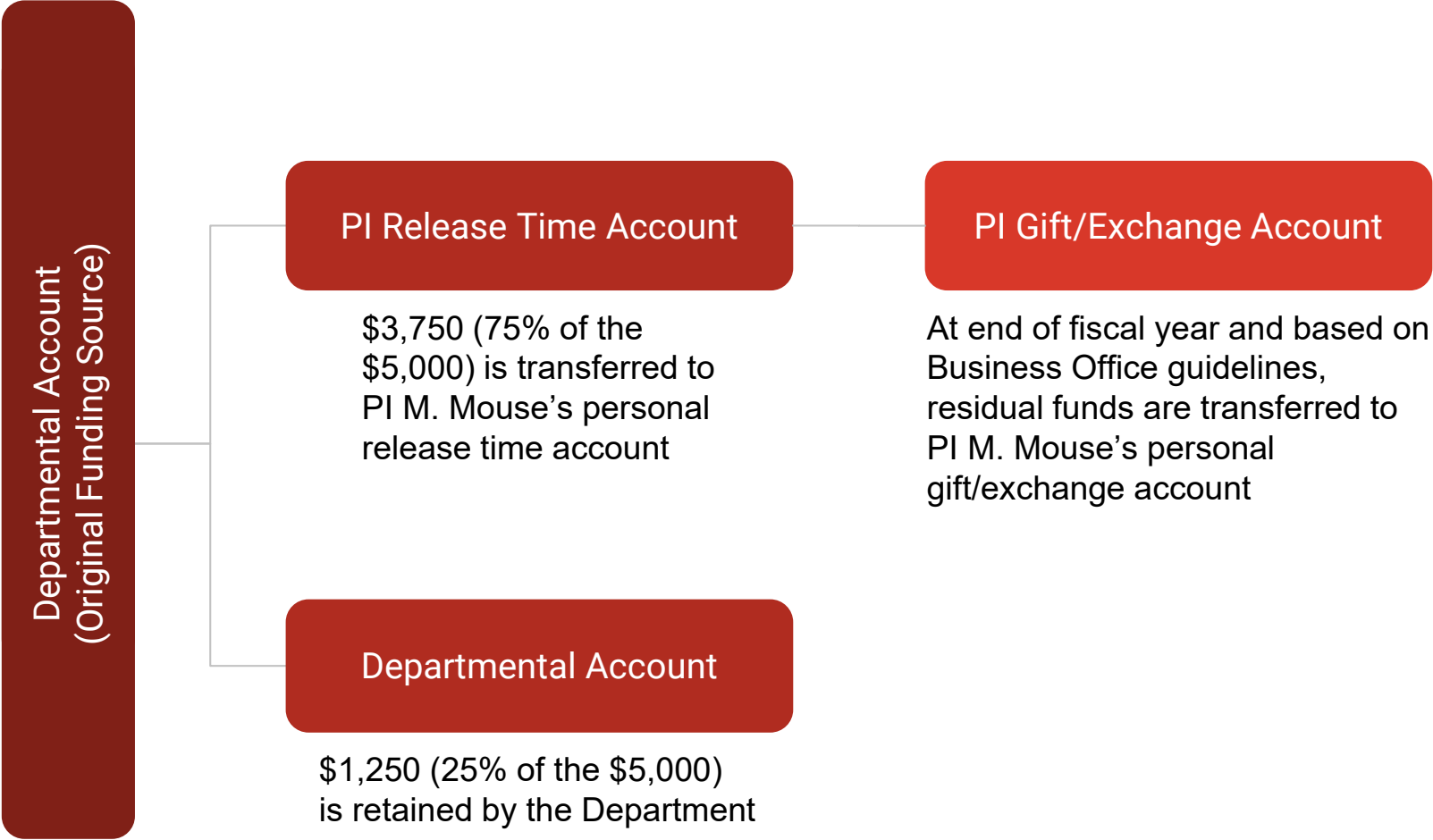
How is released time processed?

- Once all signatures are obtained on the release time form, a salary distribution is entered by CRO in the HR system
- The salary distribution change “releases” the PI Share of the release time from the PI’s main salary funding source (in general this is a state appropriated (Ledger 2 account))
- The “released” funds are then transferred to and made available in the PI’s release time account
- One release time account is established for each PI. All “released” funds are transferred to this one account.
- All release dollars must be spent within the current academic year. Specific dates are determined by the college business office and your department. (Note: At the end of FY20 and FY21 the Business Office allowed an “exchange” of residual release time funds for “gift” funds. This option will be evaluated by the Business Office annually and they will notify PIs if needed.)

Flow of Funds



PI M. Mouse budgeted \$5,000 in release time for his effort on the Disney Project



Research Office/Business Office responsibilities for processing released time

- Research Office
 - Confirm availability of release time funds.
 - Preparation and distribution of the release time forms.
 - Enter salary distribution change.
- Business Office
 - Transfers released funds into PI's release time account.
 - Responsible for oversight of release time funds.
 - Responsible for oversight of gift funds (if applicable)

How can release time be used?

https://docs.google.com/spreadsheets/d/1iUKpMil_SrqUeRDRKVs-tbr44PC85oWR-h7WI0WmdCo/edit#gid=373430101

Questions?