

# CFAES Faculty Release Time / Cost Share (RT/CS)

Rev. Sept 2010  
Version 1.1

The **CFAES Faculty Release Time / Cost Share** form is used to request Academic Faculty and Senior A&P participation on an OSP research project. Release Time results in direct costs to grant funds, while Cost Share provides matching contribution from department funds. RT/CS may be paid from Teaching, Research, Extension or ATI appointments, but is subject to each unit's administrative approval prior to processing. Use of this form is intended for CFAES academic departments and other non-Extension departments.

Specify the entire time period to be released or cost shared. Forms should be submitted at the beginning of the appointment period. Forms received more than 90 days after the beginning of the appointment are subject to college/unit administrative review due to possible federal funding issues. Preparation & submission of OSP's form, *Requests more than 90 days*, will be coordinated with originating department when needed. Faculty will be returned to their original funding after the end date of the appointment. RT/CS end dates should not extend beyond OSP project end dates. Regular OSP project extensions do not alter the original RT/CS end date, but require a change appointment form. (Exception: multi-year grants which are incrementally funded each year. Make note in comments.)

## Part I: Appointment Type:

- New appointment  
 Change Current appointment  
 Terminate Current appointment

**RELEASE TIME**  
(Direct Cost)

or

**COST SHARE**  
(OSU Matching)

Prep Date: \_\_\_\_\_

Only one appointment per form

## Part II: Employee Information

- a. OSU employee ID \_\_\_\_\_  
 b. Last name \_\_\_\_\_ c. First name \_\_\_\_\_ d. Middle name \_\_\_\_\_

## Part III: Current Employment at OSU

- a. Home department / TIU \_\_\_\_\_  
 b. Total appointment FTE \_\_\_\_\_ %  
 c. Annual salary \$ \_\_\_\_\_  
 d. Length of Appointment:  
 12 months  
 9 months  
 If 9 months, off duty quarter is:  
 Autumn  Winter  Spring  Summer

## Part IV: RT/CS Project participation

- a. OSP research project number \_\_\_\_\_  
 End date of the project (per PI Portal) \_\_\_\_\_  
 b. RT/CS Time period:  
 Start date \_\_\_\_\_ End date \_\_\_\_\_  
 c. Percent RT/CS \_\_\_\_\_  
 d. Expected totals for this RT/CS:  
 Salary \$ \_\_\_\_\_ Benefit \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

## Part V: HR/JED Line(s) to be Released or Cost Shared

(Identify which College, OSUE, OARDC or ATI chartfields are impacted)

a. Org. #	b. Fund #	c. Project	d. Program	e. UserDef	f. % RT/CS

g. Comments:

## Part VI: Approvals and Signatures

Dept contact \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Department signature \_\_\_\_\_ Date \_\_\_\_\_

Lead PI signature \_\_\_\_\_ Date \_\_\_\_\_  
 (if different from employee named above)

College / OSUE / OARDC / ATI signature \_\_\_\_\_ Date \_\_\_\_\_

Complete and print this form, obtaining Employee, PI and Department signatures. Forward to the OARDC Fiscal Office, for service center processing. Original, fax and/or pdf versions with signatures are acceptable. OARDC Fiscal Office will facilitate the appropriate college/unit administrative approval and HR data entry.