

# GRANT COURSE BUYOUT FORM

This form should be filled out by all grant principal investigators who have course buyouts in their grants. Please notify the Office of Sponsored Programs and Research should there be any changes.

A change from what was stated in your proposal as *percent of effort* you will be devoting to your grant research can only be *approved by the funding agency* and in most instances, can not be changed. You should discuss any need for change with the Dean of Research or the Office of Sponsored Programs and Research before contacting the agency.

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Grant fund #

Title of Grant

Agency

Grant Period

Start

End

% of effort required by the grant or specified in your proposal

Academic Year (Fall/Spring semesters)

# of course buyouts for Fall semester

# of course buyouts for Spring semester

Fringe rate (decimal format)

\$ amount in your grant provided for the course buyout

Fall semester

Wages

Fringe

Total

Spring semester

Wages

Fringe

Total

Principal Investigator's signature

Date

PI Printed Name

Chair's signature

Date

Chair Printed Name

*Please return form to the Office of Sponsored Programs & Research, 5th Floor, Jefferson Academic Building, or email to [lgaudette@clarku.edu](mailto:lgaudette@clarku.edu).*