



EHE Release Time Policy

Background¹

Release time is a procedure typically associated with a sponsored project whereby a faculty or staff member is "released" from regular duties to work on a grant. Release time can be in the form of cost sharing or sponsor release time. Cost sharing is a non-financial transaction representing contributed time or materials to a grant. Sponsor release time represents a financial transaction that charges the grant for a percent of salary and benefits and credits the salary-paying fund.

EHE Release Time Allocation Policy

The College of Education and Human Ecology supports unit research activity by providing 80% of earned EHE release time to the generating unit. In support of College-wide research initiatives, the College retains 20% of EHE generated release time. Each unit chair/director can establish his or her own guidelines for the internal distribution of these release time dollars.

Process

Release time forms are initiated at the unit level. Use of sponsor release time requires pre-approval from the College via the Office of Research and OSU Office of Sponsored Programs (OSP). After approval, the Office of Research will forward the approved sponsor release time form to OSP, copying both the initiating unit and College HRP. Documentation supporting release time appointments is maintained in the unit.

Per university payroll and accounting practices, 100% of sponsor funded release time credit posts directly to the unit. The College Office of Research will process a monthly transfer recovering 20% of the release time credit. Documentation to support the recovery of the 20% sponsor release time will be sent to each unit's fiscal officer by the Office of Research.

Accountability

Effort is to be certified for all individuals who receive some portion of their compensation from, or who contribute effort to, a sponsored research project. Each PI who initiates a release time appointment will be asked by OSP to certify that the release time effort reported reasonably represents how effort was expended on a particular project.

The College Office of Research will act as the liaison with the unit and OSP to follow up on any identified release time issues. Units are expected to reconcile release time appointments each month as part of the monthly human resources reconciliation process and the unit's HR officer will follow up on any issues.

¹ http://www.ctrl.ohio-state.edu/webhelp/Financial_Policies.htm