

**Office of Sponsored Programs, Contracts and Grants  
Faculty Agreement for Conducting Sponsored Projects  
During the Academic Year Form**

Date \_\_\_\_\_

Project Title: \_\_\_\_\_

PI/KP: \_\_\_\_\_ Ext. \_\_\_\_\_ Department \_\_\_\_\_

Agency: \_\_\_\_\_ Program Officer \_\_\_\_\_ Contact #: \_\_\_\_\_

As the PI and /or key person on this project, in lieu of released time, I agree to the following terms and conditions for conducting this project during the academic year:

1. To conduct activities related to the above-named project after 5:00 p.m., on weekends, and/or holidays.
2. That my time and effort on this project will not interfere with my classes, student advisement, departmental duties, committee assignments, or any other responsibilities related to my normal duties as a faculty member.
3. That I have provided written permission from the agency to the Office of Sponsored Programs from the awarding agency granting permission for me to receive compensation during the academic year. The agency understands and agrees that this action constitutes more than 100 percent effort.
4. That compensation for this project does not exceed the maximum allowable of 33% of my base salary for all activities combined from all sources, including summer teaching salary.
5. That my department chair and dean agree by providing their signature approval that the nature and scope of this project justifies this action.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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Approved by: Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the School: \_\_\_\_\_ Date: \_\_\_\_\_