

**Office of Sponsored Programs, Contracts and Grants**  
**Proposal Authorization for Release Time and Matching Requests**

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_, Pre-Award Coordinator, OSP  
PI/PD: \_\_\_\_\_  
Title of Proposal: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Deadline for Submission: \_\_\_\_\_

Please be advised that the above named proposal contains information that requires your approval. Your signature below authorizes approval of the item(s) checked. We will continue processing the proposal once a signed copy of this form is received.

- This proposal requires cost sharing or a cash match of \_\_\_\_\_ to be provided by the University. If cash match, please provide the account number for the source of matching funds \_\_\_\_\_.
- The PI/PD has requested \_\_\_\_\_% release time.
- During the academic year, the Principal Investigator agrees to performed work on project after normal work schedule, weekend and holidays  
P.I. Initials \_\_\_\_\_
- Other \_\_\_\_\_

Amount of "Time and Effort" on this proposal \_\_\_\_\_ P. I. Initials \_\_\_\_\_

Approved: \_\_\_\_\_  
Chairperson Date

Approved: \_\_\_\_\_  
Dean Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have questions or need additional information, please contact the Pre-Award Office at 252-335-3983 or 252-335-3246.