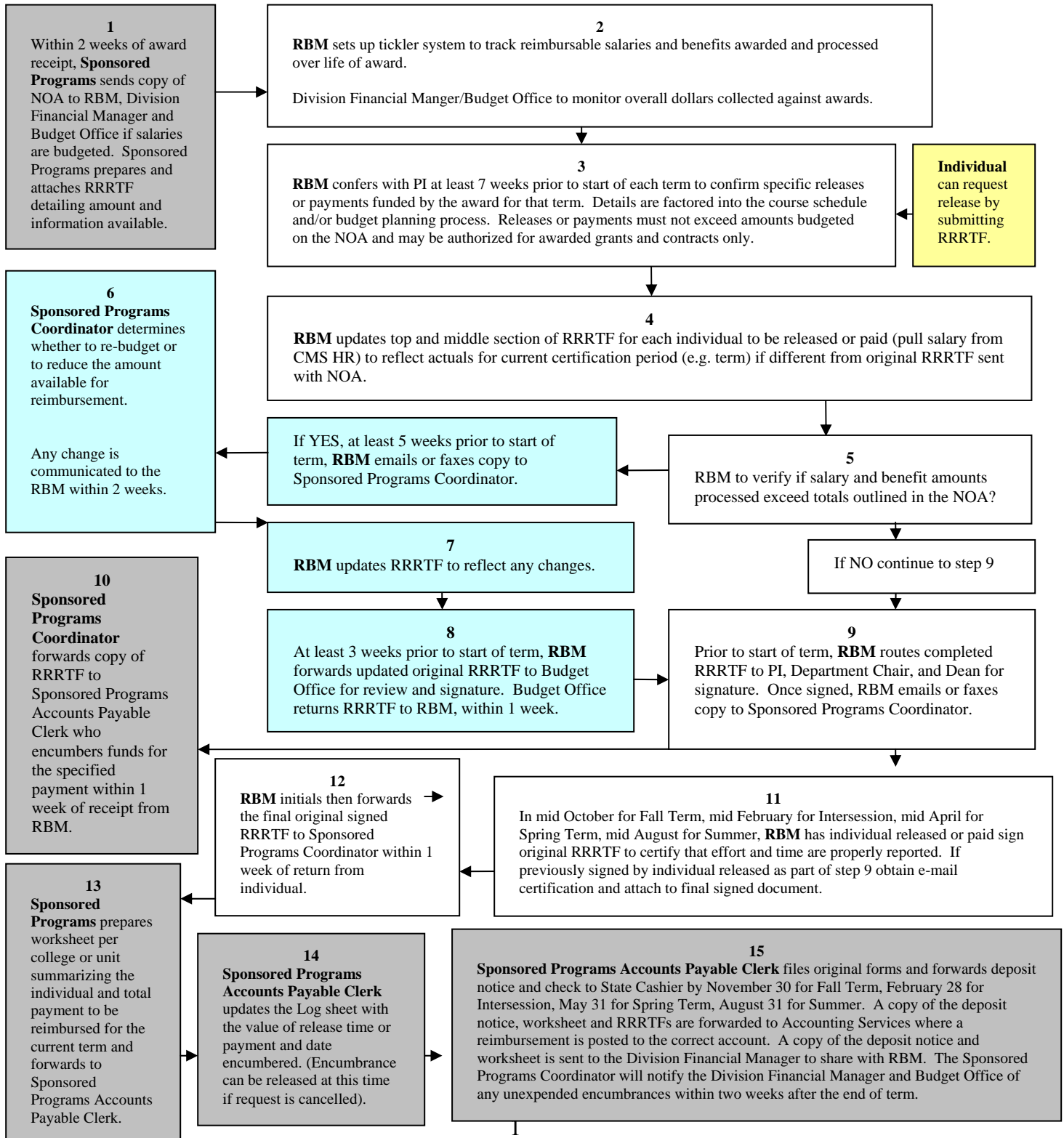


Released Time Procedures

For Reimbursement from the Auxiliary Service Corporation (ASC) (Grants and Contracts):

(Steps one, two, and three can be streamlined if the College/Department has Request for Released Time Form completed and submitted by the individual to be released as the mechanism for requesting and approving the release).

PI = Principal Investigator or Project Director NOA = Notice of Award RRRTF = Request for Reimbursed Released Time Form
 RBM = Responsible Budget Manager



If funded from the ASC (Grants and Contracts) it is generally understood that:

- **Released Time Projected** - The Project Director (or PI - Principal Investigator) is responsible for writing a grant which would include the projection of expenditures, detailing the amount of salary and benefit cost for any released time that would be required in order to complete the grant's objective.
- **Accountability & Documentation Control** - Foundation & Grants will continue to maintain a database for tracking the completion of all required documents for each grant and project.

If Funded by CSFPF (Cal State Fullerton Philanthropic Foundation) (Gifts):

RRRTF = Request for Reimbursed Released Time Form RBM = Responsible Budget Manager

