**College of Education**

**California State University, Long Beach**

**Policy on Grant Incentive Reassigned Time for Grants and Contracts**

Faculty who receive external grant funding in the form of reassigned time buy out at the full salary and benefit rate may apply to receive additional reassigned time from the College. *The purpose of Grant Incentive Reassigned Time is to extend the work beyond the funded grant activities, including implementation in the College or community, conducting and/or disseminating research findings from the grant, and/or preparing to submit a subsequent grant*. Full-time faculty may request up to 3 units of reassigned time per academic year. In order to be eligible, the faculty member may not receive reassigned time in excess of the cap of 6 units per semester **from all sources** (e.g., program coordination, grants, contracts, new tenure-track faculty reassigned time, etc.). Any reassigned time provided by the College will be at the reimbursement (or vacant) rate of $4650.

Grant Incentive Reassigned Time funds cannot be guaranteed at the time of external grant application and are provided based on the availability of funds each year. Although Grant Incentive funds may only be requested after an external grant has been funded, if the sponsoring agency requires matching support in the proposal, faculty may consult with the Dean and Associate Dean for Faculty Development, Research and Graduate Studies prior to proposal submission. Inclusion of College Grant Incentive Reassigned Time in a proposal does not guarantee that funds from the College will be available if the grant is funded, nor that the application for Grant Incentive Reassigned Time will be approved.

If the grant or contract is multi-year, a request for Grant Incentive Assigned Time must be submitted each semester. Grant Incentive Reassigned Time related to funded grants must be used in the same academic year as the grant-funded assigned time is received.

**Request for CED Grant Incentive Reassigned Time for Grants and Contracts**

Use this form to request Grant Incentive Reassigned Time once an external grant has been funded. Submit the form to your department chair who will review the request in relation to the impact on department/program operations and then forward it to the Dean for consideration of both the operational and fiscal implications. Requests for Grant Incentive Reassigned Time funds should be submitted as soon as the grant is awarded and **must be received by no later than** March 1 to be considered for College-funded reassigned time for the following Fall Semester and October 1 for the following Spring Semester.

Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Grant/contract Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Units of Reassigned Time bought out by the grant in:

❑ Fall (indicate year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Spring (indicate year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Units of Grant Incentive Reassigned Time requested in:

❑ Fall (indicate year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Spring (indicate year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of activity for which Grant Incentive Reassigned Time is requested (be sure to distinguish how the activity for which you are requesting reassigned time differs from and extends the activities beyond those funded by the grant):