

GRADUATE COLLEGE OF SOCIAL WORK
FUNDED RESEARCH COURSE RELEASE & COURSE BUY-OUT POLICIES

The University of Houston, a Carnegie-designated Tier-One Research university, values the importance of securing grant funding to support programs of research. The Graduate College of Social Work recognizes that submitting grant applications can be laborious, highly competitive, and not always rewarding. As the College builds for the future, we will continue to make concerted efforts to strengthen our research infrastructure and develop policies and procedures that are responsive to faculty needs, as the budget allows. The following policies will be offered to tenure track faculty:

I. Course Buyout Policy

Course buyouts will only be considered on federal grant awards with full IDC.

To receive a course buyout, the investigator must do the following:

1. Budget 10% effort plus fringe, per course, during the 9-month academic calendar year.
2. Complete the Funded Research Course Buyout Request form once the grant has been awarded.
 - a. This form requires a signature from the Director of Student Affairs, the Associate Dean for Research, and the Dean.
 - b. This form requires justification for the course buyout.

All buyouts must be scheduled with the Director of Student Affairs as soon as possible so any changes in course scheduling can be handled prior to enrollment opening up. This requires notification by October 15th for spring buyouts and March 1st for fall buyouts. If this is not possible faculty should identify someone that can teach in his/her absence.

Regardless of research and administrative reductions, all tenured and tenure-track faculty will be expected to teach at least one class per academic year.

II. Course Release Policy

In most cases, a budgeted 10% effort on a research grant will likely exceed the cost of hiring an adjunct to cover a course. This budgeting gap will be used to allocate additional adjunct positions for the Department receiving the course buyout. The purpose of these additional positions is to support course releases designed to incentivize the submission of new grant applications.

To apply for a course release, the investigator must do the following:

1. Complete the course release application.

- a. Provide a rationale for how the course release will be used to support the submission of a new grant application.
 - b. Provide a one page -single-spaced -concept paper detailing the research idea the investigator would like to seek external funding for.
2. Identify which federal funding agency (i.e., CDC, IES, NIH, NSF, SAMHSA, etc.), specific grant mechanism, and submission deadline the investigator will target.
3. This form requires a signature from the Dean and the Associate Dean for Research.
4. Once approved, notify the Director of Student Affairs as soon as possible so any changes in course scheduling can be handled prior to enrollment opening up.
5. Submit the grant application through the CFCIR by the targeted deadline. Course releases will not be granted for grants being submitted outside of the College.

Graduate College of Social Work

Funded Research Course Buy-Out

Request

(Fall semester = Sept – Jan 15; Spring semester = Jan 16 May)

Name: _____

Academic Year of Release: _____

of courses - Fall Semester: _____

of courses - Spring Semester: _____

Please list your teaching load for the academic year in which the Course Buy-Out will take place. Faculty will continue to be responsible for teaching a minimum of one course per year.

Teaching Load BEFORE Course Buy-Out Approval

Semester	Course Number/Name (include cross-listed course information)

Teaching Load AFTER Course Buy-Out Approval

Semester	Course Number/Name (include cross-listed course information)

Justification and Additional Comments:

Title of Grant: _____

Agency Name: _____

Grant Period: _____

% Effort required by the grant or specified in your proposal: _____ % Effort Academic /
Program Months

\$ amount in your grant provided for the course buyout: _____

Principal Investigator's Signature: _____ Date: _____

Director of Student Affairs' Signature: _____ Date: _____

ADR's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Graduate College of Social Work

Funded Research Course Release

Request

(Fall semester = Sept – Jan 15; Spring semester = Jan 16 May)

Name: _____

Academic Year of Release: _____

of courses - Fall Semester: _____

of courses - Spring Semester: _____

Title of Grant: _____

Agency Name: _____

Grant Period: _____

% Effort required by the grant or specified in your proposal: _____ % Effort Academic /
Program Months

IDC Percentage: _____

Provide a rationale for how the course release will be used to support the submission of a new grant application

Attach a one page -single-spaced -concept paper detailing the research idea the investigator would like to seek external funding for.

Principal Investigator's Signature: _____ Date: _____

ADR's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____