**[ENTER YOUR DEPARTMENT INFO] Department of X**

**MEMORANDUM**

X Hall

P.O. Box XXXX

Baton Rouge, LA 70813

Office: 225-771-XXXX

Web: [www.subr.edu](http://www.subr.edu)

TO: Norma J. Frank, Ph.D.

Executive Director

FROM: Dr. PI’s Name

Title

DATE: [ENTER DATE]

SUBJECT: ***Release-Time Approval Request***

**Here is a Guide for What to Write in the Body:**

* Mention the basics.
  + Agency name and solicitation title
  + Project title
  + Total project period
* Briefly explain why you are requesting release time. Why is it necessary for your proposal project?
* Give an overview of (fall or spring) you are requesting release for during academic months
* If you have a percentage of release time, explain how you calculate the percentage (i.e. 25%)

If there are any questions, please feel free to contact me **[ENTER PI’s EMAIL + phone number]**.

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| --- | --- | --- |
| Budget Code: XXXXXX-XXXXX-XXXXX | | |
| Dr. (Principal Investigator) | 25% RELEASE TIME | $14,333 Salary + $5,366 Fringe Benefits =  **$19,699 Total** |

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| --- | --- | --- |
| **Approved** | **Denied** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Department Chair Date** |
| **Approved** | **Denied** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Dean Date** |
| **Approved** | **Denied** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Dr. Luria Young, Interim Vice Chancellor Date** **for Academic Affairs** |
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