FACULTY/Staff GRANT REIMBURSED TIME FORM

Purpose: This form initiates a request for reimbursement of salary and benefits to the college/library for faculty/staff with grant/contract reimbursed time. This form should be used for faculty/staff with **externally funded** reimbursed time and authorization from their Dean to spend time working on a sponsored project instead of their academic workload (i.e. course release).

Please Note:
- This form requests estimated salary and benefits; actual salary and benefits will be reimbursed.
- Course releases should include estimated benefits at the faculty rate.
- Academic-Year Faculty: this form is required for the fall and spring semesters only.
- Twelve-month faculty/staff check "other" and list the dates and attach a description of activity.
- When calculating time base for reimbursement use # units to reimburse / # base units. Per CSUSM policy:
  - ★ Tenure-track Faculty use the 12 unit base (i.e. 3 units/12 unit base = .25 release time base)
  - ★ Adjunct faculty use the 15 unit base (i.e. 3 units/15 unit base = .20 release time base)
  - ★ Twelve-month faculty/staff indicate the time base being reimbursed from percentage (i.e. 10% = .10)

Authorization for Reimbursement
- This form is intiated in the college/library in which the faculty/staff member holds his/her regular position.
- Upon completion (including all CSUSM approval signatures), forward to your Sponsored Projects Analyst
- (SPA). Upon approval from OSP/CSUSM Corporation, a copy will be returned to the Budget Analyst listed
- below. After the semester, the college/dept. budget analyst is responsible to submit the reimbursement request to the assigned SPA. The request shall include the (1) Inter-Unit Billing form, (2) documentation of actual salary and benefits, and the (3) approved Reimbursed Time Form.

Grant/Contract REIMBURSED TIME and AUTHORIZATION for REIMBURSEMENT

Name: _____ Year: _____ Semester: Fall Spring Other: _____

Appt Base: Unit/Appt %: _____ Classification: Tenure-Track (12 WTU)   Adjunct (15 WTU)   Staff (Appt)

Released Units/Appt %: _____ College/Department: _____

Reimb Time Base (RT/Base): _____ College/Dept. Budget Analyst: _____

ESTIMATED RT SALARY for RT contract period	+	ESTIMATED RT BENEFITS 47.9% faculty; 56.3% staff	=	TOTAL EST. SALARY & BENEFITS for RT contract period
$ _____	+	$ _____	=	$ _____

GRANT/CONTRACT FUNDING INFORMATION   Title of Grant/Contract: _____

Salary Chartfield String: **Account: 601828 Fund:** _____ **Project:** _____ **Dept ID:** _____

Benefit Chartfield String: **Account: 603805 Fund:** _____ **Project:** _____ **Dept ID:** _____

UNIVERSITY Reimbursement Information:

Salary Chartfield String: **Account:** _____ **Fund:** _____ **Dept ID:** _____ **Class:** _____

Benefit Chartfield String: **Account: 603001 Fund: 48500 Dept ID: 1098**

Signatures approving grant/contract reimbursement to college/department for workload release time:

Project Director	Date	Associate VP for Research	Date
Department Chair	Date	OSP Sponsored Projects Analyst	Date
College Dean	Date		