

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

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

1. Budget 10% effort (cap of \$10,000) 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 15<sup>th</sup> for spring buyouts and April 15<sup>th</sup> for fall buyouts. If this is not possible faculty should identify someone that can teach in his/her absence.

**Note: 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

*Course releases will only be considered on federal grant awards with full IDC. However, in some cases (non-federal grants) course releases may be considered by the Associate Dean of Research and Dean.*

In most cases, a budgeted 10% effort, with a cap of \$10,000, 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 in the college. 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 Buy-out: \_\_\_\_\_

# 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<br>(include cross-listed course information) |
|----------|---|
|          |   |
|          |   |
|          |   |
|          |   |

#### Teaching Load AFTER Course Buy-Out Approval

| Semester | Course Number/Name<br>(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: \_\_\_\_\_