

## **Release Time Appointments**

Release time appointments occur when a department and college approve the *release* of an individual to enable them to participate on one or more sponsored projects. Release time appointments forms are submitted to the Research Foundation Project Payroll Department. Such cost sharing must be documented through a Release Time Appointment (Form [GA-004](#)). These forms are to be submitted for those appointments where the department and the college "release" some portion of an individual's time to participate in a sponsored project. The form is found at <http://rf.osu.edu/forms.htm>. The release time appointment has no effect on the basic pay arrangement of the employee. Release Time consists of two types, i.e., sponsor and cost sharing:

**Sponsor:** Refers to time charged against project funds for which the university is reimbursed through the Research Foundation.

**Cost-Sharing:** Refers to time reported on the sponsored program and allocated to the Ohio State University contribution portion of the monthly Project Financial Summary. See the instructions and copy of the Release Time Form in [Forms](#).