

Extension Release Time / Cost Share (RT/CS)

Revised
March 2021

The **Extension Release Time / Cost Share** Form is used to request Extension Educator & Staff payroll participation on an OSP research project. Release Time results in direct costs to grant funds and return (or direct salary savings) to departments, while Cost Share provides matching contribution from department funds. RT/CS may be paid from Teaching, Research, or Extension appointments.

Time Period: Specify the entire time period to be released or cost shared, including prior pay periods if any. Start dates more than 90 days prior to the current pay period are subject to college/unit administrative review. End dates should not extend beyond the OSP project end date per PI Portal. OSP project/grant extensions do not alter the original RT/CS end date, but require a RT/CS change request.

HR System: Submission and approval of this RT/CS will generate a funding line (DBT) change and/or retroactive adjustment (DRD) for up to three months prior, depending on HR Service Center deadlines. Any adjustments over 90 days require special OSP approval and can be delayed or denied. Employees will be returned to their original department funding lines after the end of the RT/CS period (no form needed).

Part I: Type

New

Change or Terminate early

DIRECT APPT

(Direct or RT)

or

COST SHARE

(OSU Matching)

Today's Date: _____

Only one project per form

Part II: Employee Information

Last Name _____ First, middle/initial _____ OSU employee ID _____

Part III: Current Appointment

a. Home Department CC # _____

b. Total appointment FTE _____ %

c. Faculty Appointment:

12 months

9 months -off duty term is:

Autumn Spring Summer

Part IV: RT/CS Project participation

a. OSP Grant number _____

OSP Project End date in PI Portal _____

b. Effort Time period :

Start date _____ End date _____

c. Percent RT/CS/Direct _____

OR amount of Total Salary & Benefits \$ _____

Part V: Chartfield Info - Identify which funding source is being released or costshared.

a. Cost Center #	b. Fund	c. Balancing Unit	d. Program	e. Addtl Worktags	f. RT/CS %

Comments:

Part VI: Approvals and Signatures

Contact for questions: _____ Phone: _____

E-mail: _____

Employee signature

Date

PI signature

Date

Supervisor signature and printed name

Date

Admin approval and printed name

Date

Completed forms should be submitted via email to: buxton.26@osu.edu for county personnel, concitis.1@osu.edu for state personnel, bernard.95@osu.edu for state 4-H personnel

Questions: Jesse Buxton 330-202-3558, Robert Concitis 614-688-2514, Anna Bernard 614-292-1935