

# UNIVERSITY OF HARTFORD

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Date: October 25, 2021

To: Collegiate Deans  
Full-time faculty members

From: H. Frederick Sweitzer, Provost *H. Frederick Sweitzer*

RE: Revised Course Release Policy for Grants

In consultation with the deans and the Office of Sponsored Programs, the cost charged to an external funding agency for a faculty course release has been updated to 8.5% of the faculty member's institutional base salary (IBS) plus benefits, per standard 3-credit class. Deviations from this formula may be addressed on a case-by-case basis.

This change has been implemented to bring university policy into alignment with Uniform Guidance (2 CFR 200) and best practices in research administration.

Approval for a course release remains at the discretion of the dean of the relevant college, and the Provost.

Questions regarding this change may be directed to the Office of the Provost, or the Office of Sponsored Programs ([ospgrants@hartford.edu](mailto:ospgrants@hartford.edu)).

Cc: Christopher Standish, Director of the Office of Sponsored Programs  
Elaine Daly, Director of Finance and Administration