

# UCCS Course Buy Out Approval Form

**TO:** UCCS Tenure/Tenure Track Faculty

**FROM:** Associate Vice Chancellor for Research

**SUBJECT:** Course Buy Out Approval Form for Internal Research Funding

The Office of Research is committed to supporting faculty who need additional dedicated time for research. When a tenure/tenure track faculty member is requesting internal funding that includes funding for a course buy-out (e.g., CRCW grant, Research ADVANCEment grant, etc.) it is essential that applicants gain approval from key stakeholders in support of the application. With rare exception, internally funded course-buy outs will only be approved at the campus rate (\$5,500 plus benefits) following the 2025 [Provost Guidelines](#).

## Course-Buy Out Approval Form

Date:

Requester (Faculty's) Name:

School/College:

Department or Discipline:

Internal Funding Mechanism Applying For (e.g., CRCW):

Requested Semester/Year for Course-Buy Out (if selected for funding):

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**Requested by:**

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Signature of Requester (Faculty Member)

Date

**Concur with request:**

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Requester's Direct Supervisor

Date

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Dean, Center Director, or VC of Requesting Unit

Date