**EHHD Course Load Reduction Worksheet**

This form is to be completed by the PI ***after*** a grant has been awarded. Provide the following information about the course load being reduced with grant funding.

|  |  |
| --- | --- |
| Faculty requesting buyout: |  |
| Last 4 digits of MSU GID: |  |
| Grant Name: |  |
| Grant index number: |  |
| Grant end date: |  |
| Course Rubric and Number: |  |
| Course Title: |  |
| # Credits: |  |
| Semester: |  |
| 10% AY salary: |  |
| Amount budgeted in your grant for this buyout: |  |
| Proposed Instructor: |  |
| Will you be doing an IPR in the same semester as the course buyout? Yes or No? | *If yes, please contact Elizabeth Bird at* [*ebird@montana.edu*](mailto:ebird@montana.edu) *to complete your IPR forms. Note that if you charge your grant 10% of your base for your course load reduction per EHHD policy, you likely will also be eligible for IPR.* |

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Approval – Once signed please send to [ebird@montana.edu](mailto:ebird@montana.edu) and [jobsehhd@montana.edu](mailto:jobsehhd@montana.edu).

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Dept. Head Signature Date