**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.

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| --- | --- |
| 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* *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 and jobsehhd@montana.edu.

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Dept. Head Signature Date