

Contract and Grant Position Release Request

Candidate Name _____

Project Title _____

Period of Position Release _____

Percentage of FTE Release _____

This form is to be completed when hiring internal CNM staff members into contract and grant funded positions. The vacated CNM funded departmental position is to be filled with a limited-term employee for the duration of the candidate's position with the contract or grant.

The above named candidate has been selected to fill a contract or grant funded position. The signatures below acknowledge your support and approval of the candidate's leave to work on a contract or grant.

CGA or Project Manager (Investigator) _____	Date _____
Released Employee _____	Date _____
Immediate Supervisor _____	Date _____
Dean/Department Director _____	Date _____
Vice-President _____	Date _____
*Human Resources _____	Date _____
* Task based positions do not require Human Resources approval	

Comments: