

Step by Step Instructions to Complete the DRIF/Credit Percent Change Request Form

**This form is to be used to correct Investigator project credit and Departmental credit percentages. It should also be used when a Department needs to add an Investigator to a project or to remove an Investigator from a project.**

1. Indicate the requested change: Add an Investigator, Delete an Investigator, Change the Credit Distribution and type an explanation in the box provided.
2. Enter the Project Title.
3. Enter either 9 digit KR Award ID for awards or the 8 digit KR Institute Proposal number for proposals.

This form requests changes to: Explanation: Please change the credit distribution described below

Add an investigator  
 Delete an Investigator  
 Change Credit Distribution

1. Project Title: The Positive Effects of Chocolate Consumption

2. KR Award ID: 308014-00001 or KR Institute Proposal #: \_\_\_\_\_

3. The requested changes to DRIF/Credit for this project are as follows

4. **Updating existing investigators/credit?**
  - a. Record all investigators and their current credit in the original credit
  - b. enter the revised credit
5. The Unit Total for each person must equal 100%.
6. The Project Total must equal 100%.

This form requests changes to: Explanation: Please change the credit distribution described below

Add an investigator  
 Delete an Investigator  
 Change Credit Distribution

1. Project Title: The Positive Effects of Chocolate Consumption

2. KR Award ID: 308014-00001 or KR Institute Proposal #: \_\_\_\_\_

3. The requested changes to DRIF/Credit for this project are as follows

PI	Original Credit	Revised Credit
Name <u>Wendy Montgomery</u>	Original % credit for Project <u>60.00</u>	Revised % Credit for Project <u>50.00</u>
College <u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD <u>50.00</u>	Revised % Credit for PI/PD <u>50.00</u>
College <u>AGNR</u> Dept. <u>Food Safety</u>	Original % Credit for PI/PD <u>50.00</u>	Revised % Credit for PI/PD <u>50.00</u>
	Unit Total for Investigator <u>100%</u>	Unit Total for Investigator <u>100%</u>
<b>Co-PI or other Project Personnel</b>		
Name <u>Sally Egloff</u>	Original % credit for Project <u>30.00</u>	Revised % Credit for Project <u>40.00</u>
College <u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD <u>70.00</u>	Revised % Credit for PI/PD <u>70.00</u>
College <u>CMNS</u> Dept. <u>Biology</u>	Original % Credit for PI/PD <u>30.00</u>	Revised % Credit for PI/PD <u>30.00</u>
	Unit Total for Investigator <u>100%</u>	Unit Total for Investigator <u>100%</u>
<b>Co-PI or other Project Personnel</b>		
Name <u>John Down</u>	Original % credit for Project <u>10.00</u>	Revised % Credit for Project <u>10.00</u>
College <u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD <u>100.00</u>	Revised % Credit for PI/PD <u>100.00</u>
College _____ Dept. _____	Original % Credit for PI/PD _____	Revised % Credit for PI/PD _____
	Unit Total for Investigator <u>100%</u>	Unit Total for Investigator <u>100%</u>
	<b>Total Project Credit <u>100%</u></b>	<b>Total Project Credit <u>100</u></b>

7. **Updating to remove an Investigator from project?**

- a. Record all investigators and their current credit in the original credit
- b. the revised credit for the person being removed from the project will be blank
- c. in explanation block, indicate the name of the person being removed from the project

8. The Unit Total for each remaining person must equal 100%.

9. The Project Total must equal 100% for the revised credit for the remaining investigators

This form requests changes to:		Explanation:			
<input type="checkbox"/> Add an investigator <input checked="" type="checkbox"/> Delete an Investigator <input type="checkbox"/> Change Credit Distribution		Investigator John Down no longer active in project. Removed credit for John Down.			
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>					
2. KR Award ID: <u>308014-00001</u> or KR Institute Proposal #: _____					
3. The requested changes to DRIF/Credit for this project are as follows					
<b>PI</b>					
Name	<u>Wendy Montgomery</u>	Original % credit for Project	<u>25.00</u>	Revised % Credit for Project	<u>40.00</u>
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	<u>50.00</u>	Revised % Credit for PI/PD	<u>50.00</u>
College	<u>AGNR</u> Dept. <u>Food Safety</u>	Original % Credit for PI/PD	<u>50.00</u>	Revised % Credit for PI/PD	<u>50.00</u>
		Unit Total for Investigator	100%	Unit Total for Investigator	100%
<b>Co-PI or other Project Personnel</b>					
Name	<u>Sally Egloff</u>	Original % credit for Project	<u>50.00</u>	Revised % Credit for Project	<u>60.00</u>
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	<u>70.00</u>	Revised % Credit for PI/PD	<u>70.00</u>
College	<u>CMNS</u> Dept. <u>Biology</u>	Original % Credit for PI/PD	<u>30.00</u>	Revised % Credit for PI/PD	<u>30.00</u>
		Unit Total for Investigator	100%	Unit Total for Investigator	100%
<b>Co-PI or other Project Personnel</b>					
Name	<u>John Down</u>	Original % credit for Project	<u>25.00</u>	Revised % Credit for Project	
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	<u>199.00</u>	Revised % Credit for PI/PD	
College	_____ Dept. _____	Original % Credit for PI/PD		Revised % Credit for PI/PD	
		Unit Total for Investigator	100%	Unit Total for Investigator	100%
		<b>Total Project Credit</b>	<b>100%</b>	<b>Total Project Credit</b>	<b>100</b>

**10. Adding a new Investigator/unit to project?**

- a. Record all investigators and their current credit in the original credit
- b. Add the new investigator, leaving the current credit blank, complete the revised credit
- c. in explanation block, indicate the name of the person being added to the project

11. The Unit Total for each remaining person must equal 100%.

12. The Project Total must equal 100% for the revised credit for investigators

This form requests changes to:		Explanation:	
<input checked="" type="checkbox"/> Add an investigator <input type="checkbox"/> Delete an Investigator <input checked="" type="checkbox"/> Change Credit Distribution		Add new investigators (Egloff and Down) with credit split change.	
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>			
2. KR Award ID: <u>308014-00001</u> or KR Institute Proposal #: _____			
3. The requested changes to DRIF/Credit for this project are as follows			
<b>PI</b>		<b>Original Credit</b>	<b>Revised Credit</b>
Name	<u>Wendy Montgomery</u>	Original % credit for Project	<u>100.00</u>
College	<u>VPR</u> Dept. <u>ORA</u>	Revised % Credit for Project	<u>90.00</u>
College	<u>AGNR</u> Dept. <u>Food Safety</u>	Original % Credit for PI/PD	<u>50.00</u>
		Revised % Credit for PI/PD	<u>50.00</u>
		Original % Credit for PI/PD	<u>50.00</u>
		Revised % Credit for PI/PD	<u>50.00</u>
		Unit Total for Investigator	100%
		Unit Total for Investigator	100%
<b>Co-PI or other Project Personnel</b>			
Name	<u>Sally Egloff</u>	Original % credit for Project	<u>10.00</u>
College	<u>VPR</u> Dept. <u>ORA</u>	Revised % Credit for Project	<u>70.00</u>
College	<u>CMNS</u> Dept. <u>Biology</u>	Original % Credit for PI/PD	<u>30.00</u>
		Revised % Credit for PI/PD	<u>30.00</u>
		Original % Credit for PI/PD	<u>30.00</u>
		Revised % Credit for PI/PD	<u>30.00</u>
		Unit Total for Investigator	100%
		Unit Total for Investigator	100%
<b>Co-PI or other Project Personnel</b>			
Name	<u>John Down</u>	Original % credit for Project	<u>0.00</u>
College	<u>VPR</u> Dept. <u>ORA</u>	Revised % Credit for Project	<u>100.00</u>
College	_____ Dept. _____	Original % Credit for PI/PD	<u>100.00</u>
		Revised % Credit for PI/PD	<u>100.00</u>
		Original % Credit for PI/PD	<u>100.00</u>
		Revised % Credit for PI/PD	<u>100.00</u>
		Unit Total for Investigator	100%
		Unit Total for Investigator	100%
		<b>Total Project Credit</b>	<b>100%</b>
		<b>Total Project Credit</b>	<b>100</b>

13. Obtain signatures from all PIs, Co-PIs, other Project Personnel, the Chair(s) and Dean(s) and send the form via email to your Contract Administrator in ORA.

14. For technical questions or questions on completing the form, email [kr-help@umd.edu](mailto:kr-help@umd.edu) .

# Reading Credit Split Information in Kual Research

Credit Split information is located on the **Contacts** Tab in both the *Institute Proposal* and the *Award* modules. Click on **Key Personnel and Credit Split** to see the detail information.

Figure 1 - View Project Credit Split for PIs for entire project

Recognition	
<b>Wendy T. Montgomery</b>	<b>33.00</b>
CC010895 - ENGR-A. James Clark School of Engineering	75.00
CC011075 - VPR-Research Administration	25.00
<b>Unit Total:</b>	<b>100.00</b>
<b>John C. Down</b>	<b>33.00</b>
CC011075 - VPR-Research Administration	100.00
<b>Unit Total:</b>	<b>100.00</b>
<b>Sally Egloff</b>	<b>34.00</b>
CC010895 - ENGR-A. James Clark School of Engineering	50.00
CC011075 - VPR-Research Administration	50.00
<b>Unit Total:</b>	<b>100.00</b>
<b>Totals</b>	
<b>Project Person Total:</b>	<b>100.00</b>

These amounts will be populated with information from the development Proposal or from the Revised % Credit for Project section of the DRIF/Credit Percent Change form. The Project Person Total must be 100.

Figure 2 - View Dept(s) Credit for Each PI

Recognition	
<b>Wendy T. Montgomery</b>	<b>33.00</b>
CC010895 - ENGR-A. James Clark School of Engineering	100.00
CC011075 - VPR-Research Administration	0.00
<b>Unit Total:</b>	<b>100.00</b>
<b>John C. Down</b>	<b>33.00</b>
CC011075 - VPR-Research Administration	100.00
<b>Unit Total:</b>	<b>100.00</b>
<b>Sally Egloff</b>	<b>34.00</b>
CC010895 - ENGR-A. James Clark School of Engineering	50.00
CC011075 - VPR-Research Administration	50.00
<b>Unit Total:</b>	<b>100.00</b>
<b>Totals</b>	
<b>Project Person Total:</b>	<b>100.00</b>

Investigators with multiple appointments need to have the total for all appointments add up to 100%. These percentages will be populated with information from the % Credit for Investigator section on the Development Proposal or from the Revised % Credit for PI/CoPI on the DRIF/Credit Percent Change form.

Questions? Contact [kr-help@umd.edu](mailto:kr-help@umd.edu)