



SAMPLE

DRIF/Credit Percent Change Request Form for PIs, Co-PIs and other Project Personnel

This form should be used in instances where faculty PIs'/Co-PIs'/Project Personnel's DRIF & Credit percentages require revision.

This form requests change(s) to: [] Add an Investigator [] Delete an Investigator [X] Change the Credit Distribution Explanation Please change the credit distribution as follows.

1. Proposal Title: The Positive Effect of Chocolate Consumption 2. FRS Acct #: 567890 or Coeus Institute Proposal #:

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

Table with 4 columns: PI Name, Original % Credit, Revised % Credit, and a final value column. Row 1: Vonnie Perkins, 25% to 40%.

Table with 4 columns: Co-PI or other Project Personnel Name, Original % Credit, Revised % Credit, and a final value column. Row 1: Sally Egloff, 50% to 30%.

Table with 4 columns: Co-PI or other Project Personnel Name, Original % Credit, Revised % Credit, and a final value column. Row 1: Barbara Page, 0% to 30%.

Table with 4 columns: Co-PI or other Project Personnel Name, Original % Credit, Revised % Credit, and a final value column. Row 1: Toni Lawson, 25% to 0%.

Signature line below indicates your approval of the above changes. Endorsements must include all departments and colleges included in this proposal. PI is responsible for obtaining signatures on lines a) b) and c) before sending to ORAA.

Signature lines for a) Principal Investigator(s)/Co-Principal Investigator(s)/Other Project Personnel, b) Department Chairperson(s) or Director(s), and c) Dean(s). Each line includes a date field.

THIS IS A SAMPLE FORM AND SHOULD NOT BE USED TO ENTER DRIF/CREDIT SPLIT CHANGES.

Instructions for Completing the DRIF/Credit Change Request Form

This form should 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 enter an explanation in the box provided.
2. Enter the Proposal Title.
3. Enter either the 5 digit FRS account number(omit the 01 in front) or the 8 digit Coeus Institute Proposal number.
4. Enter the name of the lead PI in the box provided.
Enter the original project credit split for this proposal/award (area in yellow). Enter the revised project credit for this proposal/award (area in green).

This form requests change(s) to: Add an Investigator Delete an Investigator Change the Credit Distribution

Explanation: Please change the credit distribution as follows.

1. Proposal Title: The Positive Effect of Chocolate Consumption

2. FRS Acct #: 567890 or Coeus Institute Proposal #:

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

		Original % Credit		Revised % Credit	
PI Name Vonnie Perkins		Orig. % Credit for Project 25		Rev. % Credit for Project 40	
College VPR	Dept. ORAA	Orig. % Credit for PI/PD 50	Rev. % Credit for PI/PD 75		
College ANGR	Dept. Food Safety	Orig. % Credit for PI/PD 50	Rev. % Credit for PI/PD 25		
		Unit Total for Investigator 100%	Unit Total for Investigator 100%		
Co-PI or other Project Personnel Name Sally Egloff		Orig. % Credit for Project 50		Rev. % Credit for Project 30	
College VPR	Dept. ORAA	Orig. % Credit for Co-PI 70	Rev. % Credit for Co-PI 70		
College CLFS	Dept. Biology	Orig. % Credit for Co-PI 30	Rev. % Credit for Co-PI 30		
		Unit Total for Investigator 100%	Unit Total for Investigator 100%		
Co-PI or other Project Personnel Name Barbara Page		Orig. % Credit for Project 0		Rev. % Credit for Project 30	
College ANGR	Dept. Food Safety	Orig. % Credit for Co-PI 0	Rev. % Credit for Co-PI 70		
College S	Dept. Psychology	Orig. % Credit for Co-PI	Rev. % Credit for Co-PI		
		Unit Total for Investigator 100%	Unit Total for Investigator 100%		
Co-PI or other Project Personnel Name Toni Lawson		Orig. % Credit for Project 25		Rev. % Credit for Project 0	
College VPR	Dept. ORAA	Orig. % Credit for Co-PI 100	Rev. % Credit for Co-PI 0		
	Dept.	Orig. % Credit for Co-PI	Rev. % Credit for Co-PI		
		Unit Total for Investigator 100%	Unit Total for Investigator 100%		
		Total Project Credit 100%	Total Project Credit 100%		

Below indicates your approval of the above changes. Endorsements must include all departments and colleges included in this proposal. PI is responsible for obtaining signatures on lines a) b) and c) before sending to ORAA.

a) Principal Investigator(s)/Co-Principal Investigator(s)/Other Project Personnel

5. Complete the information for all Co-PIs/Project Personnel on the project.
6. If the PI, Co-PI, or Project Personnel has multiple appointments, then list the College, Dept. and the percent credit for each unit (department) originally assigned in the Original % Credit Column (area in purple).
7. Enter the revised unit (department) credit split in the Rev. % Credit column. (area in turquoise). The Unit (Department) Total for each PI must equal 100%.
8. Obtain signatures from **all** PIs, Co-PIs, other Project Personnel, the Chair(s) and Dean(s) and send the form to your Contract Administrator in ORAA.
9. For technical questions or questions on completing the form, email coeus-help@umd.edu.

For all other project related questions, contact your Contract Administrator in ORAA.

Reading Credit Split Information in Coeus

Credit Split information is located on the **Investigator** Tab in both the *Institute Proposal* and the *Award* modules. Select the **Credit Split** button to open the window.

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

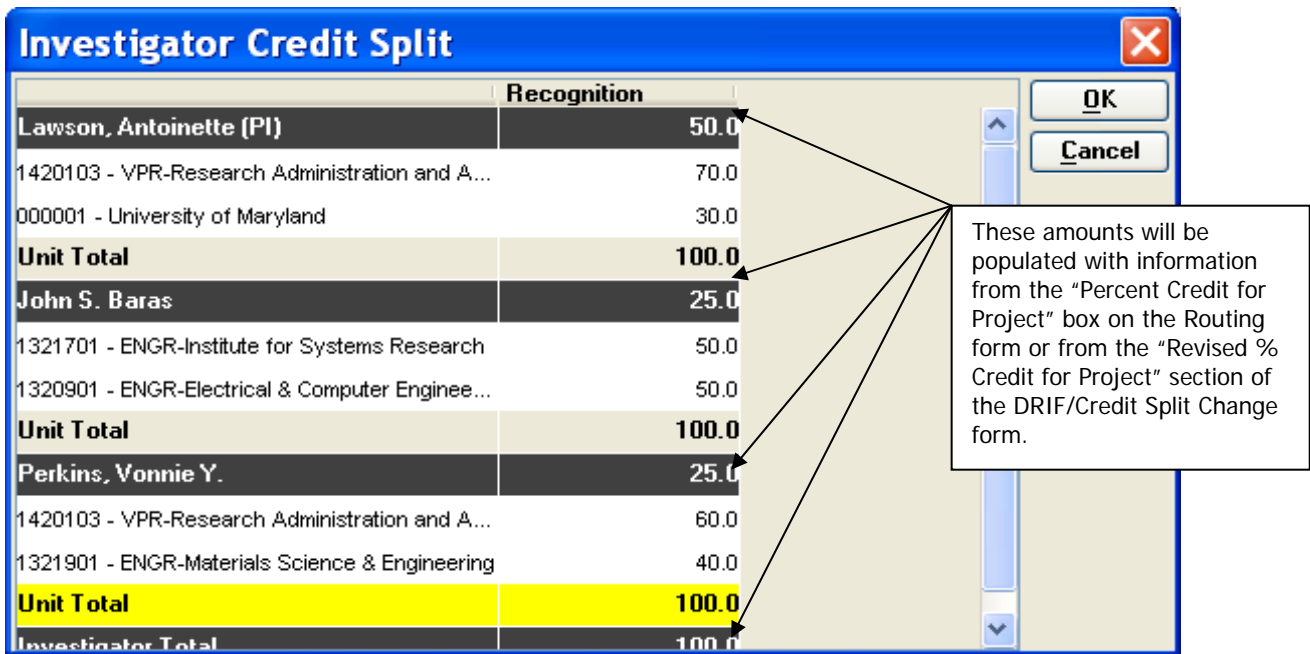
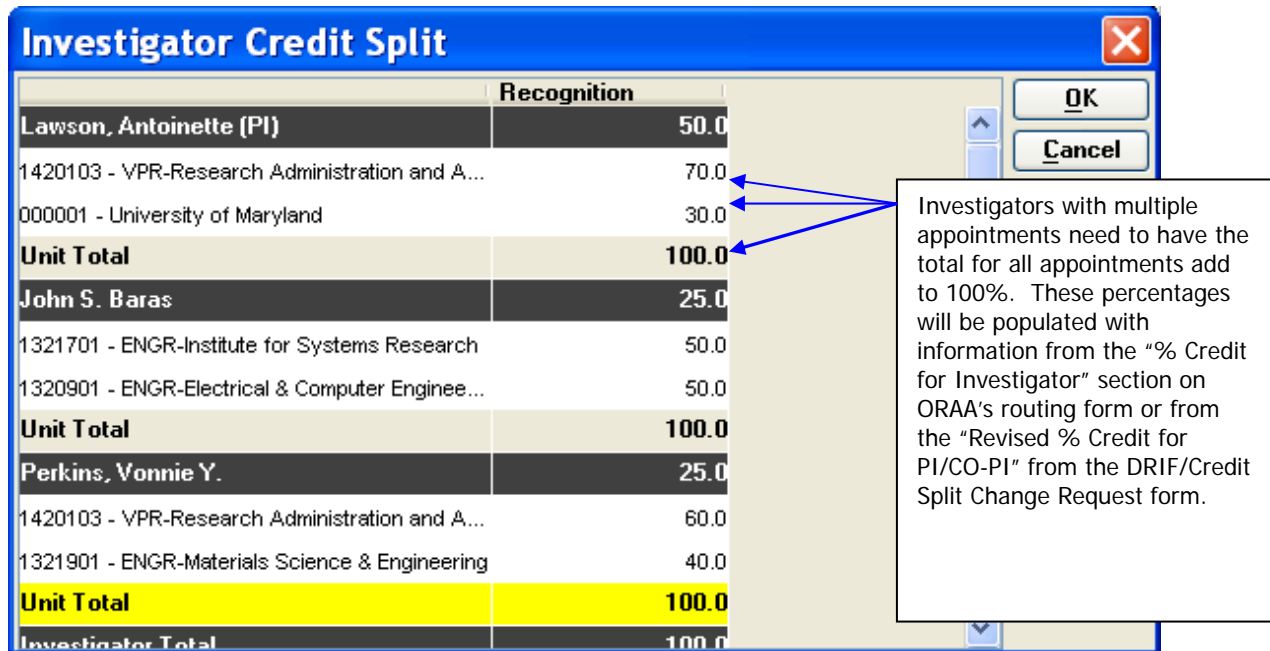


Figure 2: View Dept(s) Credit for Each PI



Questions? Contact coeus-help@umd.edu