

# 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 the 7 digit KFS account number for awards or the 8 digit KR Institute Proposal number for proposals.

This form requests changes to:	Explanation:
<input type="checkbox"/> Add an investigator <input type="checkbox"/> Delete an Investigator <input checked="" type="checkbox"/> Change Credit Distribution	Please change the credit distribution as follows.
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>	
2. KFS Account #: <u>5288899</u> or KR Institute Proposal #: _____	

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:	
<input type="checkbox"/> Add an investigator <input type="checkbox"/> Delete an Investigator <input checked="" type="checkbox"/> Change Credit Distribution	Change credit distribution as described below.	
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>		
2. KFS Account #: <u>5288899</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>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>ANGR</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>Jill Frankenfeld</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</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</b> <u>100%</u>	<b>Total Project Credit</b> <u>100</u>

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	Investigator J Frankenfeld no longer active in project. Remove credit for J Frankenfeld			
<input checked="" type="checkbox"/>	Delete an Investigator				
<input type="checkbox"/>	Change Credit Distribution				
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>					
2. KFS Account #: <u>5288899</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>ANGR</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>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	<u>100%</u>	Unit Total for Investigator	<u>100%</u>
<b>Co-PI or other Project Personnel</b>					
Name	<u>Jill Frankenfeld</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>100.00</u>	Revised % Credit for PI/PD	
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</b>	<u>100%</u>	<b>Total Project Credit</b>	<u>100</u>

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	Credit split change and adding two new Investigators (Egloff and Frankenfeld)	
<input type="checkbox"/>	Delete an Investigator		
<input checked="" type="checkbox"/>	Change Credit Distribution		
1. Project Title: <u>The Positive Effects of Chocolate Consumption</u>			
2. KFS Account #: <u>5288899</u> 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	100.00
		Revised % Credit for Project	90.00
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	50.00
		Revised % Credit for PI/PD	50.00
College	<u>ANGR</u> Dept. <u>FOOD SAFETY</u>	Original % Credit for PI/PD	50.00
		Revised % Credit for PI/PD	50.00
		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	
		Revised % Credit for Project	10.00
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	
		Revised % Credit for PI/PD	70.00
College	<u>CMNS</u> Dept. <u>BIOLOGY</u>	Original % Credit for PI/PD	
		Revised % Credit for PI/PD	30.00
		Unit Total for Investigator	100%
		Unit Total for Investigator	100%
<b>Co-PI or other Project Personnel</b>			
Name	<u>Jill Frankenfeld</u>	Original % credit for Project	
		Revised % Credit for Project	0.00
College	<u>VPR</u> Dept. <u>ORA</u>	Original % Credit for PI/PD	
		Revised % Credit for PI/PD	100.00
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>

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

Combined Credit Split	
Recognition	
<b>James Farquhar</b>	34.00
1301101 - CMNS-Geology	50.00
1300701 - CMNS-Earth System Science Interdisciplinary Center	50.00
<b>Unit Total:</b>	100.00
<b>Alan Jay Kaufman</b>	33.00
1301101 - CMNS-Geology	100.00
<b>Unit Total:</b>	100.00
<b>Russell R. Dickerson</b>	33.00
1302101 - CMNS-Atmospheric & Oceanic Science	100.00
<b>Unit Total:</b>	100.00
<b>Totals</b>	
<b>Project Person Total:</b>	100.00

These amounts will be populated with information from the Development Proposal or from the "Revised % Credit for Project" section of the DRIF/Credit Split Change form. The Project Person Total must by 100.00.

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

Combined Credit Split	
Recognition	
<b>James Farquhar</b>	34.00
1301101 - CMNS-Geology	50.00
1300701 - CMNS-Earth System Science Interdisciplinary Center	50.00
<b>Unit Total:</b>	100.00
<b>Alan Jay Kaufman</b>	33.00
1301101 - CMNS-Geology	100.00
<b>Unit Total:</b>	100.00
<b>Russell R. Dickerson</b>	33.00
1302101 - CMNS-Atmospheric & Oceanic Science	100.00
<b>Unit Total:</b>	100.00
<b>Totals</b>	
<b>Project Person Total:</b>	100.00

Investigators with multiple appointments need to have the total for all appointments add 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/CO-PI" from the DRIF/Credit Split Change Request form.

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