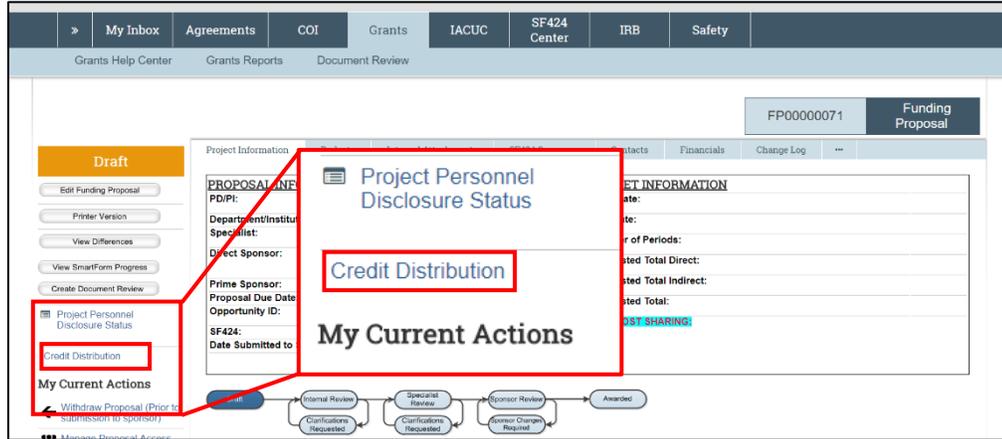




UB Credit Distribution

Navigating to Credit Page



Click on Credit Distribution link. This will bring up the below page with the PI and the Co-Investigators that were created in the **Additional Personnel SmartForm** from **Funding Proposal SmartForm**

You Are Here: Edit: Funding Proposal -

▲ Hide/Show Errors Print OK Cancel Apply

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	75.00 %	100.00 %	100.00 %
	Add			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	25.00 %	50.00 %	50.00 %
	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	Add			
Subtotal			100.00%	100.00%
Proposal Credit Total		100.00%		

▲ Hide/Show Errors Print OK Cancel Apply

Please Note That:



Proposal Credit (sum of all individual(s) Proposal Credit) must equal 100%



Financial and Recognition (sum of each individual's Department/Center/Institute Credit) must equal 100% per PI/Co-Investigator/Senior Person/Key Person

Assigning Credit

First assign Proposal credit to each person. The sum of Proposal credit for all Investigators must total 100%. Then for each Investigator determine the split of Financial and Recognition credit between units. For each Investigator, Financial and Recognition credit must total 100%.



Credit in Click is arranged differently than in the previous ESPAS approval form.



Definitions:

Proposal Credit: Percentage credit that represents the distribution of each person’s overall responsibility for the successful performance of the project.

Financial Credit: For each individual, this represents the percentage credit attributed to each unit for split proposal, award, and research expenditure reporting. The financial credit is used to attribute research expenditure credit for internal and external reporting, which impacts department and school ranking in national/international surveys, for example.

Recognition Credit: For each individual this represents the percentage credit to a unit to recognize and publicly acknowledge that unit’s intellectual and/or resource contribution to the proposal and/or the project, if funded. Unlike financial credit, there is no direct financial impact for recognition credit. Recognition credit is important for recognizing university-wide centers and institutes, for example that do not benefit from financial credit attribution

For most proposals, the financial credit and recognition credit will be the same. However, when a proposal includes a non-academic unit/department, for example, the PI may elect to attribute only recognition credit to that unit/department, in order to maximize the future research expenditure credit to his/her department. Recognition credit would serve as the metric to measure that unit/department’s involvement in sponsored project activity. Examples of units that benefit from recognition credit, but not financial credit, include RENEW, CMIF, SMART, Global Health Equity, and GEM.

Below is an example of how to provide a unit with recognition, but not financial, credit. In this example, the PI wants to give Sustainable Manufg & Advanced Robotic Technologies (SMART) only recognition credit on his/her proposal. The PI would add SMART as a unit to his/her department list. The PI would enter 0% for Financial Credit for SMART and 100% for his/her home department. The PI would then divide recognition credit between SMART and the PI’s home department. By listing SMART with 0% financial credit, but some % of recognition credit, SMART is able to document its involvement in this project without financially impacting the PI’s home department—as the PI’s home department will receive 100% financial credit. PIs should discuss with co-Investigators and unit Chairs/Directors to attribute the appropriate credit distribution for each proposal.

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PRINCIPAL INVESTIGATOR		100.00 %		
	<input checked="" type="checkbox"/> 030 Sponsored Programs Administration		100.00 %	50.00 %
	<input checked="" type="checkbox"/> 030 Sustainable Manufg & Advanced Robotic Technologies		0.00 %	50.00 %
	<small>Add</small>			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		



Adding a Department/Center/Institute

1. Select the Add button

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	75.00 %	100.00 %	100.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	25.00 %	100.00 %	0.00 %
	<input checked="" type="checkbox"/> Department/Center/Institute		0.00 %	100.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		

2. Type in the **Department/Center/Institute** into the box starting with "030" or click **Select** and select the **Department/Center/Institute** from the popup box, scroll down and select **OK**.

Select Organization - Google Chrome

Secure | https://pacs-dev.acsu.buffalo.edu/SponsoredPrograms/td/CommonAdministration/Choose/Ent

Select Organization

Filter by Organization Advanced

Organization Org Parent

- 030 Academic Challenge and Enrichment Program 030 Vice Provost for Academic Affairs (5)
- 030 Academic Enhancement Programs 030 Office of Academic Affairs (5)
- 030 Academic Information and Planning 030 Office of the Provost (5)
- 030 Academic Planning and Budget 030 Office of the Provost (5)
- 030 Academic Services 030 University Computing Services (5)
- 030 Accounting and Budget Services 030 Assistant VP Financial Services (5)
- 030 Accounting and Law 030 School of Management (3)
- 030 Acting 030 Theatre and Dance
- 030 Acute Care Nurse Practitioner 030 School of Nursing
- 030 Admin Council for Arts & Scis 030 Office of Academic Affairs (5)
- 030 Administration (Hlth Sci) 030 Main Street Division (Health Science) (5)
- 030 Administrative Computing Services 030 University Computing Services (5)

3. Select **Apply** or **OK**

- By selecting **Apply** the page is saved
- By selecting **OK** the page is saved and exited to the homepage

PI/Co-PI/Senior Person/Key Person	Department/Center/Institute	Proposal Credit	Financial Credit	Recognition Credit
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute	75.00 %	100.00 %	100.00 %
	<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>			
	Subtotal		100.00%	100.00%
PI/Co-PI/Senior Person/Key Person	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	<input checked="" type="checkbox"/> Department/Center/Institute		50.00 %	50.00 %
	<input type="button" value="Add"/>			
	Subtotal		100.00%	100.00%
Proposal Credit Total		100.00%		



University at Buffalo
The State University of New York

Helpful Hints and Tricks for Credit Distribution

-  • *Financial and recognition credit percentages for a unit do not have to be the same. Per the above example, there may be instances when these percentages will differ.*
-  • *SPS cannot help in the determination of credit percentages. The PI should coordinate with his/her co-Investigators and unit Chairs/Directors for guidance on the appropriate level of credit for each individual and unit for each proposal.*
-  • *The Funding Proposal will route to all units listed in the credit distribution, no matter what percentages are attributed to it, for review/approval.*
-  • *Any approver at any level can reject a Funding Proposal*
-  • *SPS will not submit any proposal to a sponsor without a fully approved Funding Proposal (ie, the FP has advanced to the Specialist Review state (SPS), which means all internal UB approvers have approved the proposal).*