

Fairness in Recognizing Effort Among Faculty, Departments, and Colleges

SHARED CREDIT POLICY

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WHAT: “Shared Credit” is a percentage of the total award in a sponsored project activity based on each individual’s (PI and Co-PIs) intellectual or programmatic contributions to the project, irrespective of the project budget categories or anticipated expenditures. “Shared Credit Percentage” will replace “F&A Return Distribution Percentage”. In other words, the new Shared Credit Percentage will be used for both attributing credit and facilitating F&A Return Distribution based on the Provost memo available at http://provost.utsa.edu/home/docs/F&A_Expenditure_Guidelines_08-24-11.pdf.

WHY: Using the shared credit percentages of PI and Co-PIs, respective departments and colleges can be attributed credit (in Dollars) as opposed to the current practice, which allocates all the credit to the PI and his/her department/college. The “shared credit policy” will bring fairness to UTSA by enabling research productivity and eliminate barriers that potentially obstruct faculty collaboration on sponsored project proposals at all levels, including single department, multi-department, and multi-college efforts.

HOW: During proposal preparation stage, the PI and Co-PIs must agree on distribution of credit and assign a “shared credit percentage” for each individual on the Proposal Routing Form, as shown below.

PI/Co-PI INFORMATION

Click on the "Add PI/Co-PI" button below to start adding PI/Co-PI to this proposal. You have to use the "Search" function to populate First Name, Last Name, Title, Department, Phone and Email fields for the PI/Co-PI. Please contact your [RSC Director](#) if you have any questions.

The Shared Credit between all personnel listed on the routing form must equal 100%.
An amount from 0% to 100% must be indicated for each PI/Co-PI.

First Name: Search

Last Name:

Title:

Department/Unit Name:

Phone:

Email:

Role:

% of Shared Credit

Shared Credit is a percentage based on each individuals (PI and Co-PIs) intellectual or programmatic contributions to a project, irrespective of the project budget categories or anticipated expenditures. Using the shared credit percentages of PI and Co-PIs respective departments and colleges will then be attributed credit (in Dollars) as opposed to the former practice where all the credit went to the PI and his/her department and college.

WHEN: Effective September 1, 2014, all new awards and new proposals will have shared credit percentages for PI and CO-PIs. Categorically, there are 3 cases:

1. **New Proposals:** New proposals submitted on or after 9/1/2014 will use the Proposal Routing Form to assign shared credit percentages during the submission process, making sure that the shared credit percentage will also be used for F&A Return Distribution purposes.
2. **New Awards:** Proposals submitted prior to 9/1/2014, when awarded on or after 9/1/2014, will require the PI and Co-PIs to determine a shared credit percentage for each person, making sure that the shared credit percentage will also be used for F&A Return Distribution purposes.
3. **Active Awards:** Active projects that have been awarded prior to 9/1/2014 will not be affected by the new policy. These projects will keep the F&A Return Distribution for each individual and will not have shared credit percentages.

REMINDER: Regardless of the shared credit percentages assigned to PI and Co-PIs, the PI has the ultimate responsibility to monitor the performance of all components in a sponsored program in accordance with the terms and conditions of the award and consistent with all policies (Federal, State, UT System, UTSA) and with the highest ethical standards. In other words, assignment of shared credit as a percentage to one or more Co-PIs does not alter the PI's obligation to provide prudent and effective administrative and financial management of the sponsored program.

EXAMPLE

PROPOSAL/AWARD INFORMATION				
Researcher	Role	Shared Credit %	"Unit" Selected on Routing Form for Approval	"Unit" is under:
Dr. R	PI	25%	Department of A	College of P
Dr. X	Co-PI	20%	Department of A	College of P
Dr. Y	Co-PI	20%	Center for B	N/A (Not under a college)
Dr. Z	Co-PI	35%	Department of C	College of M
BUDGET				
Total Direct	\$	700,000		
Total Indirect	\$	300,000		
Overall	\$	1,000,000		

"CREDIT" EXAMPLE: Faculty Level

PROPOSAL/AWARD INFORMATION				
Researcher	Role	Shared Credit %	"Unit" Selected on Routing Form for Approval	"Unit" is under:
Dr. R	PI	25%	Department of A	College of P
Dr. X	Co-PI	20%	Department of A	College of P
Dr. Y	Co-PI	20%	Center for B	N/A (Not under a college)
Dr. Z	Co-PI	35%	Department of C	College of M
BUDGET				
Total Direct	\$	700,000		
Total Indirect	\$	300,000		
Overall	\$	1,000,000		
SHARED CREDIT CALCULATION				
SHARED CREDIT @ Faculty Level				
Dr. R	\$	250,000		
Dr. X	\$	200,000		
Dr. Y	\$	200,000		
Dr. Z	\$	350,000		

$$25\% \times 1,000,000 = \$250,000$$

\$250,000 is the amount attributed to Dr. R's intellectual or programmatic contribution to the project.

This is **not** a budget for Dr. R or an expenditure figure.

“CREDIT” EXAMPLE: Department Level

PROPOSAL/AWARD INFORMATION					
Researcher	Role	Shared Credit %	"Unit" Selected on Routing Form for Approval	"Unit" is under:	
Dr. R	PI	25%	Department of A	College of P	
Dr. X	Co-PI	20%	Department of A	College of P	
Dr. Y	Co-PI	20%	Center for B	N/A (Not under a college)	
Dr. Z	Co-PI	35%	Department of C	College of M	

BUDGET		
Total Direct	\$	700,000
Total Indirect	\$	300,000
Overall	\$	1,000,000

Shared Credit for:
Dept A = 25% + 20% = 45% (two faculty from this dept)
Dept C = 35% (one faculty)
Center B = 20% (one faculty)

SHARED CREDIT CALCULATION					
SHARED CREDIT @ Faculty Level			SHARED CREDIT @ Department/Center Level		SHARED CREDIT @ College Level
Dr. R	\$	250,000	Department of A	\$	450,000
Dr. X	\$	200,000	Center for B	\$	200,000
Dr. Y	\$	200,000	Department of C	\$	350,000
Dr. Z	\$	350,000		\$	1,000,000
			45% x \$1,000,000 = \$450,000		

\$450,000 is the amount attributed to Dept A due to Dr.R and Dr.X's intellectual or programmatic contribution to the project.
This is **not** a budget for Dept A or an expenditure figure.

“CREDIT” EXAMPLE: College Level

PROPOSAL/AWARD INFORMATION					
Researcher	Role	Shared Credit %	"Unit" Selected on Routing Form for Approval	"Unit" is under:	
Dr. R	PI	25%	Department of A	College of P	
Dr. X	Co-PI	20%	Department of A	College of P	
Dr. Y	Co-PI	20%	Center for B	N/A (Not under a college)	
Dr. Z	Co-PI	35%	Department of C	College of M	

BUDGET		
Total Direct	\$	700,000
Total Indirect	\$	300,000
Overall	\$	1,000,000

College of P = 45% x 1,000,000
College of M = 35% x 1,000,000

SHARED CREDIT CALCULATION					
SHARED CREDIT @ Faculty Level			SHARED CREDIT @ Department/Center Level		SHARED CREDIT @ College Level
Dr. R	\$	250,000	Department of A	\$	450,000
Dr. X	\$	200,000	Center for B	\$	200,000
Dr. Y	\$	200,000	Department of C	\$	350,000
Dr. Z	\$	350,000		\$	1,000,000
					College of P \$ 450,000
					College of M \$ 350,000
					\$ 800,000

Similarly, \$350,000 is the amount attributed to College of M due to Dr.Z's intellectual or programmatic contribution to the project.

This is **not** a budget for College of M or an expenditure figure.

IF YOU HAVE QUESTIONS, PLEASE SEE YOUR RESEARCH SERVICE CENTER (RSC) DIRECTOR

<http://research.utsa.edu/osp/contacts.php>