



Office of Research and Sponsored Programs

1324 W. Wisconsin Ave

Holthusen Hall, 341

414 288 7200

www.marquette.edu/orsp

Understanding Credit Splits

October

upon credit split, all key personnel must agree upon any changes to Allocation and it must be approved by all Chairs/Deans/Other Approvers. Unless there are extenuating circumstances, it is expected that any changes will occur no more often than annually.

Does Allocation pertain to all project personnel?

Allocation applies to Marquette personnel who are included as PI or Col. Key Personnel are by default not included, but may be added. Others involved in the application or project, who are not named as key personnel, are not eligible for consideration here.

Can I select any unit for credit splits in addition to my home unit?

Yes, however, units eligible for credit split recognition or allocation are those recognized by the university. If you are involved with a unit other than your own, for example a center or institute, you may want to assign some of your credit to that unit. This can be done at the time of application.

Will sponsors be notified of Allocation distributions?

Allocation distribution is internal to the University and will not be provided to external funders.

Will credit splits be applied to current awards and

How do I enter Recognition percentages in my proposal?

Please see [Starting a Proposal](#) in Quali.

Who assigns Recognition values?

This should be discussed by all investigators at the proposal stage and agreed upon jointly. The PI is responsible for entering the information at the time of application. All PIs and CoPIs will be required to certify that the information in the application is true and correct. Chairs, Deans and other approvers should review the recognition distribution as part of the approval process in Quali. The distributions entered at the time of application will carry through to any awards made and should be averaged across years for multi-year projects.

What factors should be considered when determining Recognition distribution?

There are no strict guidelines on how investigators determine how Recognition credit should be distributed. As a general guideline, considerations should be based on the relative academic contribution of each investigator. This may also align with the budget allocation among investigators and key personnel. Example items to consider include but are not limited to development of the proposal or idea, supervising personnel, generating research or knowledge, monitoring and reporting progress and contributions to subsequent publications or other presentations.

Does Recognition have to align with the project's budget?

Generally, Recognition will most likely align with the budget and Allocation. However, there are scenarios where this may not be the case. Examples of these scenarios include significant contributions from an unfunded collaborator, mentorship, and sponsor budget, support or personnel limits.

Can Recognition be changed?

There are several scenarios where Recognition credit may change. Examples include changes in personnel or in the scope of work which may result in a shift of academic credit to one or more personnel. As is the case with initially agreed upon credit split, all key personnel must agree upon any changes to Recognition and it must be approved by all Chairs/Deans/Other Approvers. Unless there are extenuating circumstances, it is expected that any changes will occur no more often than annually.

Does Recognition pertain to all project personnel?

Recognition applies to Marquette personnel who are included as PI or Col. Key Personnel are by def8h2.0005 Tc [(Examp)-5.2

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