

ORSO Memorandum 2

Credit Sharing Based on Project Contribution and Facilities and Administration Cost Splits

WASHINGTON STATE UNIVERSITY

The Office of Research
Office of Research Support and Operations

Originally Posted 3/27/07, Revised 12/20/18

Summary and Purpose

Collaborative synergy is increasingly necessary to fully realize the promise of modern research. To encourage inter- and multi-disciplinary projects, it is essential to recognize the contributions made by multiple Investigators on extramurally-funded projects. For example, Investigators from different colleges or departments may be less eager to collaborate if Credit for a project goes only to the unit of the principal investigator. Credit allocation is important both for unit-level reporting and to appropriately reflect the total research activity for individual Investigators.

WSU wants to ensure that proper Credit is provided to the appropriate Investigator(s) for each individual's Project Contribution (PC). Importantly, PC's to a funded project are **not** necessarily correlated with the expenditures associated with a particular Investigator or reported effort.

Definitions

Investigator is the principal investigator, co-principal investigator, co-investigator, or collaborator.

Credit is recognition, including via institutional reporting, to the **home/tenured department of Investigators** who have played a principal role in the development and execution of a project. Please note that Credit is not applied to Centers or Institutes if there is a home/tenured department for an Investigator.

F&A Split, also known as Indirect Cost Split, refers to the percentage of the facilities and administration cost returns, also known as Indirect Cost Returns, which each unit or campus receives from awarded projects. The Budget Office distributes these funds each quarter.

Project Contribution is the contribution of an Investigator toward the development and execution of a project.

Applicability

Initial allocations of Credit and percent of F&A Split are indicated on the Office of Research Support and Operations electronic Request for Extramural Support (eREX) Form. The total for all Investigators may not exceed 100% in each category.

Credit for each Investigator should be apportioned based upon the PC of that Investigator. Each individual in a project with multiple collaborators should be apportioned Credit consistent with their level of intellectual and logistical authority and responsibility for conceiving, leading, or directing the project. Accordingly, Credit

does **not** necessarily parallel the proportion of expenditures associated with an individual Investigator. Moreover, key personnel need not be listed as principal investigator, co-principal investigator, or a co-investigator on the official proposal to receive Credit.

For Investigators with split appointments or multiple positions across more than one department and/or area/campus, it is important to assign Credit and F&A Split that is appropriate for each tenured department and area/campus (please see the example below).

F&A Split and Credit are distinct. F&A Split may take Investigators' PC's into account, but F&A Split may also be determined by other factors. For example, where the budget is to be managed, what infrastructure is to be used to execute the project, anticipated contributions toward cost sharing, and the sources of funding for the Investigators' positions may affect F&A Split.

eREX Form approvals signify agreement to the assigned Credit. Principal investigators are encouraged to discuss the proposed Credit distribution with their fellow Investigators and with their department Chair or school Director with sufficient lead time to allow discussion or clarification prior to proposal submission. Similarly, the Chair/Director and Dean/Chancellor signatures signify agreement to the assigned distribution of **both** Credit and F&A Split.

If the proposal is funded, an Investigator's PC may change between proposal and award or during the course of the project's execution. Thus, the apportionment of Credit may be updated at the time the award is made or after the fact to reflect such changes with a revised eREX Form.

Similarly, the factors determining F&A Split may change between proposal and award or during the course of the project's execution, and F&A Splits may be updated at the time the award is made or after the fact to reflect such changes. Please note that F&A distribution will apply to the F&A Split on file during the quarter during which the distribution is changed and remain in effect until another change is made. Area Finance Officers should work together to determine final F&A Splits, and then communicate any needs with the Budget Office.

Like the approval of the initial eREX Form, updates to Credit distribution or F&A Splits will require approvals by the principal investigator, Chair/Director(s), and Dean(s)/Chancellor(s).

Example of PC allocation and F&A Split for an Investigator with a split appointment and multiple tenured homes:

Credit

TOTAL FOR ALL INVESTIGATORS, INCLUDING THE LEAD PI, MUST EQUAL 100%. **Current total = 100%**

WSU ID #	Last Name	First Name	Area/College/Campus	Department	%	
24847843	Clabough	Shawn	OFFICE OF RESEARCH	RESEARCH SUPPORT & OPERATIO	30	
10426344	Brown	Derek	COLLEGE OF ARTS AND SCIENCE!	MATHEMATICS (D)	30	
10426344	Brown	Derek	COLLEGE OF EDUCATION	TEACHING AND LEARNING (D)	30	
11465913	Michener	Matthew	COLLEGE OF ENG VOILAND	CIVIL AND ENVIRONMENTAL ENG	10	

last name

Facilities and Administrative Costs Split Summary

AUTOMATIC: Upon award, F&A shall be split according to normal Budget Office Policy. Budgets for separate departmental accounts are attached or may be supplied at a later date.
 MANUAL: Upon award, F&A shall not be split according to normal Budget Office Policy.

Complete cost-split information below --Note: Splits listed here will be managed by the Budget Office in coordination with the Office of Research-Grad School Finance Office. Total must equal 100%. **Current total = 100%**

COLLEGE OF EDUCATION	TEACHING AND LEARNING (D)	8765-4321	50	
COLLEGE OF ARTS AND SCIENCES	MATHEMATICS (D)	1234-5678	50	
Area/College/Campus	Department	Budget	% FA Split	