

DATE: March 14, 2022

TO: Deans

FROM: Christopher J. Keane, Vice President for Research, WSU  
Vice Chancellor for Research, WSU Pullman 

SUBJECT: Memo. Re-issue for Reporting Sponsored Project Credit Metrics at WSU

I am writing to reissue my [December 18, 2020 memorandum](#) on credit reporting with revisions.

As you recall, this memorandum specified the use of the three credit reporting “views” shown in the table below. View 2 below originally called for tracking grant expenditures for every award investigator, necessitating creation of a grant account for every investigator on a sponsored project. This led to a significantly increased workload for faculty and staff in academic and other units, and central administrative offices.

Based on feedback from you, the Associate Deans for Research, Vice Chancellors for research, faculty, and staff, I [temporarily suspended](#) reporting at the individual investigator level in December 2021. **Based on additional feedback received since then, the requirement to individually report grant expenditures is suspended until further notice.** Workday provides robust reporting on expenditures, and WSU will use that system to report expenditure information by campus, cost center, and college/area- but not at the investigator level.

The “three views” of credit reporting to be used moving forward, based on sponsored awards, expenditures, and credit percentages, are thus as follows:

Report View	Change
View 1: Award as viewed by Sponsor	No change from previous reporting at WSU.
View 2: Expenditures, as reported in Workday (by campus, college/area, cost center)	Workday individual account requirement will not be enforced. Workday will be the source record for expenditure data by campus, college/area, and cost center.
View 3: Via credit information, as provided on the eREX Form in MyResearch	Credit reporting to be expanded to include more than just academic departments, with two newly created metrics (collaboration with others, and average credit percent). Importantly, this view includes new credit reporting by individual and centers/institutes.

MyResearch will report View 1 information and View 2 will come from Workday. Our team will now focus our efforts on improving the reporting to go along with View 3, which will include updated credit reporting in MyResearch. This will include updates to the eREX Form to better match the spirit of [ORSO Guideline 33](#), ‘Research Credit Sharing, Tracking, and Reporting Based on Project Contribution’. We will also work with the Institutional Research Office to ensure proper reporting in these new views in the future. Finally, we will update the “expectations and best practices are the creation of one account per Investigator” language in ORSO Guideline by March 31.

Thank you to everyone that has helped us refine our processes and reporting of these important activities at WSU! Please contact Derek Brown, Research Operations Manager in the Office of Research Support and Operations, with any questions at [derekbrown@wsu.edu](mailto:derekbrown@wsu.edu).

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