

OGRD Memorandum 2

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

WASHINGTON STATE UNIVERSITY

The Office of Research
Office of Grant and Research Development

3-27-07

Summary and Purpose

Recognition of the contributions made by multiple investigators to extramurally funded projects has become increasingly important. While project success will continue to depend on creative contributions by individual investigators, collaborative synergy is increasingly necessary to fully realize the promise of modern research. Increasingly, projects require multi-disciplinary or inter-disciplinary teams or multiple investigators working in a collaborative fashion to accomplish complex, interrelated goals. Such contributions are not necessarily correlated with the expenditures associated with a particular investigator. Thus, WSU wants to ensure that proper credit is provided to the appropriate investigator(s) for each individual's Project Contribution (PC). WSU wants to encourage team projects, and to do so by properly recognizing each participant's effort on a project is key.

Definitions

Investigator shall mean the principal investigator, co-investigator, or collaborator.

Project Contribution shall mean the contribution of an investigator toward the development and execution of a project.

Applicability

When more than one individual, department, college, or campus is involved in a sponsored project, initial allocations of percent of Project Contribution (PC) and percent of F&A Split (F&A) are indicated on the Office of Grant and Research Development (OGRD) Request for Extramural Support (REX) form. The total for all investigators* may not exceed 100% in each category.

PC for each investigator (PI, co-PI, or collaborator) should be apportioned based upon the contributions of that investigator toward the development and execution of the project. For example, each investigator in a Multiple Investigator project should be apportioned credit consistent with her/his level of intellectual and logistical authority and responsibility for conceiving, leading, and/or directing the project. Accordingly, contribution to the project does not necessarily parallel the proportion of expenditures associated with an individual's effort. Moreover, not all those contributing to a project must be listed as PI's or co-PI's on the official proposal.

F&A Split refers to the percentage of the F&A returns, also known as Indirect Cost Returns (ICR), for which each department, college, Research and Extension Center, or campus will receive distribution of ICR funds from the Budget Office in cooperation with the Office of Research. F&A Split may take into account project contribution, but need not equal it; other factors that may determine F&A split are, 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, for those investigators having split appointments in multiple units, the sources of funding for the investigator's positions.

Investigator signatures on the REX form signify agreement to the assigned PC. Similarly, Chair/Director, Dean, and/or Chancellor Signatures signify agreement to the anticipated assigned distribution of both PC and F&A. Investigators are encouraged to discuss the proposed distributions among themselves and with their department chair or school director with sufficient lead time to allow discussion or clarification prior to proposal submission.

If the proposal is funded, contributions from various individuals to the project's success may change during the course of the project's execution. Thus, the apportionment of PC may be updated at the time the award is made or annually to reflect any changes in contributions to the project's success or to those functions or facilities use that bear on the F&A. (Please note: F&A distribution will apply to the splits on file during the quarter during which the distribution is changed and remain in effect until another change is made). Like the approval of the initial REX form, updates will require approvals by the investigators, chair/director(s), dean(s) and/or chancellor(s).

****Investigators with Split Appointments or Multiple Positions: investigators may have appointments/positions that split across more than one department and/or area/campus. It is important to assign the PC and/or F&A Split that is appropriate for each department and area/campus. Please see the attached example.***

Credit Sharing and F&A Distribution EXAMPLE

TOTAL FOR ALL INVESTIGATORS, INCLUDING THE LEAD PI, MUST EQUAL 100%*.					
Name - List the PI on the first line and other contributors on subsequent lines	WSU ID #	Department	College/Campus	% Project Contrib.	% F&A Spilt
Susan Field	12345678	Crop and Soils Dept.	Agricultural Research Center	50	30
David Vancouver	23456789	WSU Vancouver	Washington State University Vancouver	20	20
David Vancouver	23456789	Communications	College of Liberal Arts	10	15
David Vancouver	23456789	Teaching and Learning	College of Education	5	5
Marc Stat	34567891	Statistics	Agricultural Research Center	5	10
Marc Stat	34567891	Statistics	WSU Extension	5	15
Marc Stat	34567891	Statistics	College of Sciences	5	5