



OSP Memorandum 13-01

FROM: Gloria Greene, Director, Sponsored Programs

SUBJECT: **Credit Sharing Policy**

DATE: 13 November 2012

UAHuntsville routinely produces internal and external reports on sponsored research activity in the form of monthly/quarterly/annually proposals, awards, authorizations, and expenditures. Historically, all reporting (with the exception of expenditures) is based on the fiscally responsible unit identified by the PI. In order to extend appropriate credits, the President and Vice President for Research has implemented the following procedures effective FY 2013 (1 October 2012):

- a. Sponsored research credit will be assigned to investigators on all proposals, awards, and expenditures (excluding students and administrative staff) in proportion to their efforts;
- b. Effort for faculty and research staff will be entered in the OSP database for both proposals and awards. No effort will be credited to TBH or TBD place holders on the proposal or award.
- c. Where salary is prohibited, the effort will allocated equally between PI and Co-Is. In addition, the box will be checked noting: **“Effort allocation is for Credit Sharing Purposes only.”**

Any questions about the credit sharing policy and/or process should be directed to the Director, OSP at X2657.