



Add or Change Project Credit Recognition Information

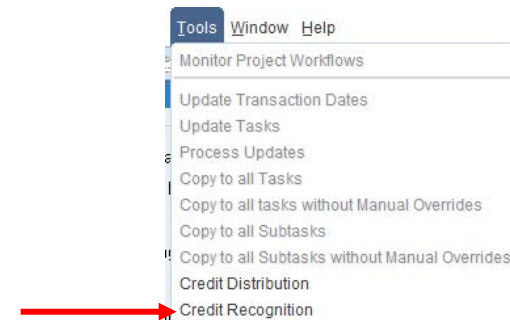
Use these instructions to add or change project credit recognition information. This procedure is used when multiple departments share an award and recognition credit needs to be distributed between the departments and principal investigators based upon a specific percentage.

Prerequisites

- You must have one of the following responsibilities to add or change project credit distribution information:
 - ORG Account Establishment Administrator
 - ORG Account Establishment Specialist with Budget Approval
 - ORG Account Establishment Specialist
 - ORG OGM Billing Specialist
- The award and project must be established in the Oracle business system.

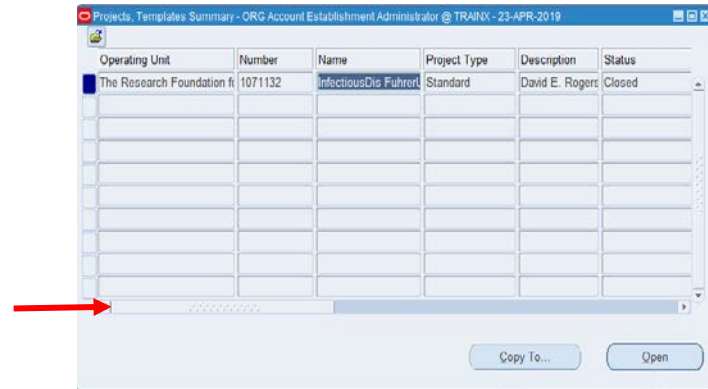
To add or change project credit recognition information:

1. Navigate to **Projects > Find Projects** to the **Find Projects** form.
2. Enter the **Project Number**.
3. Click **Find** to open the **Projects, Templates Summary** form.
4. Click **Open** to open the **Projects, Templates** form.
5. On the Toolbar, click **Tools** and select **Credit Recognition** from the drop-down menu. This opens the **RF_AWD_PROJ_RELATION** form.



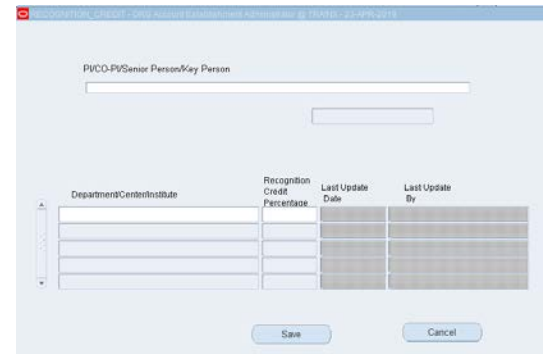
- 6. Select the **Award Number** that funds the project on which you are adding or changing the credit recognition.

Note: You may need to use the left scroll bar to find the **Award Number**.



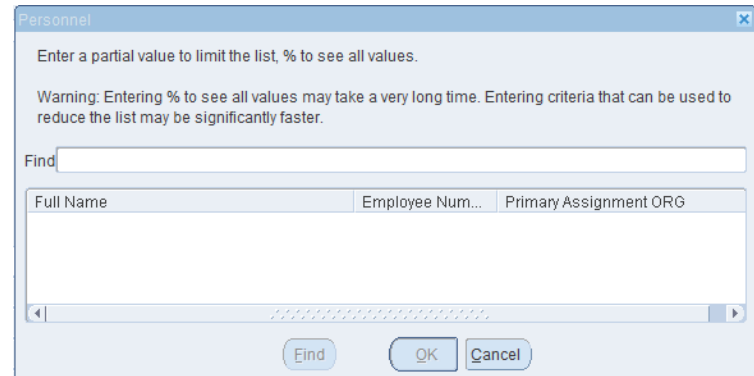
- 7. Click **Edit** to open the **Credit Recognition** form.

Note: The window displays the currently defined credit recognition percentages. If you are adding information for the first time, the form will be blank.



8. Click in the **PI/Co-PI/Senior Person/Key Person** field to activate the List of Values. **Select a PI/Co-PI/Senior Person/Key Person from the List of Values.**
9. Click in the **Department/Center/Institute** field to activate the List of Values. Select a Department/Center/Institute from the List of Values.

Note: To add an additional person select the add new row (+ sign) on the menu.



To change a person, click edit/delete on the Toolbar. Multiple credit recognitions must total 100%.

10. Click in the **Recognition Credit Percentage** field and complete or change the following fields the percentage of the recognition credit information for each department/center/institute.
11. Click **Save** to update your changes. The **Last Update Date** and **Last Update By** fields generate data automatically when the record is saved in the system.

