

## HOW TO ENTER RIF AND RECOGNITION CREDIT ALLOCATIONS

### Overview

Submitting a proposal through RES requires the PI to identify overhead return distributions to **Research Investment Funds (RIF)** and **Recognition Allocations** for PI's and Co-I's.

PI's and Co-I's on proposals are automatically included in the Credit Allocation section of RES.

Allocation Type	Definition
Research Investment Fund (RIF)	This is the allocation for PI overhead return funds.
Recognition	This is the intellectual contribution to the project. Often this will be the same as the RIF allocation. In cases where key personnel are ineligible for RIF, the RIF and Recognition credit allocations may be different.

**Step 1** – Go to the **Credit Allocation** section and confirm all personnel that should be there are included.

**Step 2** – Enter in the allocation amounts under the **RIF** column and the **Recognition** column next to each person's name. Combined, both the RIF and the Recognition must total to **100%**.

**\*Reminder** – Only PI's and Co-I's that have Department ID's can receive RIF. If the person does not have a Department ID, please enter "0" next to their name under the RIF column. These people **can** receive Recognition credit.

\*It is the expectation that if someone is allowed to receive RIF credit they would also receive Recognition credit. These may often be at the same percentage split. If someone is not able to receive RIF then they would just have Recognition credit.

### Credit Allocation

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	RIF	Recognition
Neil D Shortland <small>L621000000 - DEPT: Criminal Justice</small>	60 ←	60 ←
Unit Total:	0	0
Murat Inalpolat <small>L610500000 - DEPT: Mechanical Engineering</small>	40 ←	40 ←
Unit Total:	0	0
Investigator Total:	100 ←	100 ←

**Step 3** – Enter in “100” next to the person’s **DEPT** for under both the RIF column and the Recognition columns. This is **not** split between each person and should be **100%** for every DEPT entry.

Credit Allocation		
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Unit Total:	100	100
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L610500000 - DEPT: Mechanical Engineering	100 ←	100 ←
Unit Total:	100 ←	100 ←
Investigator Total:	100	100