QUICK GUIDE

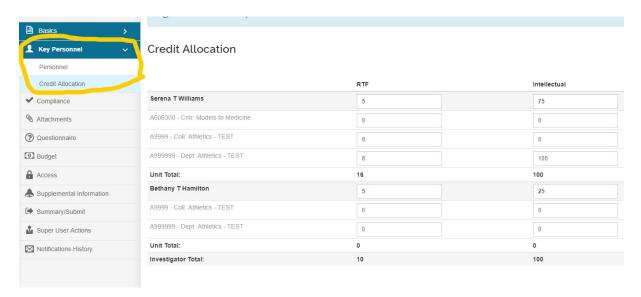# ENTERING RTF and INTELLECTUAL CREDIT DISTRIBUTIONS

Overview: Submitting a proposal through Kuali requires faculty to identify **Facilities and Administration (F&A)** cost distributions to **Research Trust Funds (RTF)** for PI and Co-PIs as well as affiliated departments, colleges, and where applicable, centers and institutes. The distributions are as follows:

- 10% is distributed to participating Investigators as appropriate
- 8% is distributed to participating departments as appropriate
- 8% is distributed to participating schools/colleges as appropriate
- The cumulative RTF should sum to 26% in Kuali
- **NOTE:** A portion of the 26% can be assigned to centers and institutes where applicable. Affiliated Centers and Institutes must be added in the Unit Look up within the PI's Personnel area in order to have a percentage assigned.
- **NOT:** IALS distributions do **NOT** need to be filled out in Kuali

Kuali also asks for **Intellectual Credit distributions.** The term Intellectual credit is used in the Kuali Proposal module to indicate how the PI and any Co-PIs will be credited for expenditure under the project. The data entered in the Intellectual credit section will be used by the campus to allocate credit for research expenditures to the home department of participating faculty in campus reporting of sponsored research expenditures (e.g., PI & co-PI each 50% credit on a $100,000 would end up reporting $50,000 each in expenditures).

- Intellectual credit should equal 100% on the **Faculty** fields.
- **IMPORTANT:** Regardless of how many PIs you have on the file or how the Intellectual Merit is split up, make sure that each **PI has 100**% listed next to their department line as well. This will prevent a data validation error.

STEP 1 – ** Click the **Key Personnel Tab then Click **Credit Allocations**

	RTF	Intellectual
Serena T Williams	5	75
A606300 - Cntr: Models to Medicine	0	0
A9999 - Coll: Athletics - TEST	8	0
A999999 - Dept: Athletics - TEST	8	100
Unit Total:	16	100
Bethany T Hamilton	5	25
A9999 - Coll: Athletics - TEST	0	0
A999999 - Dept: Athletics - TEST	0	0
Unit Total:	0	0
Investigator Total:	10	100

STEP 2 – Enter in the appropriate amounts. Do NOT use the % sign and enter in whole numbers. Example: For 10% just enter 10. Click **save** to load figure and verify totals.

Credit Allocation

	RTF	Intellectual
Serena T Williams	5	75
A606300 - Cntr: Models to Medicine	0	0
A9999 - Coll: Athletics - TEST	4	0
A999999 - Dept: Athletics - TEST	4	100
Unit Total:	8	100
Bethany T Hamilton	5	25
A9999 - Coll: Athletics - TEST	4	0
A999999 - Dept: Athletics - TEST	4	100
Unit Total:	8	100
Investigator Total:	10	100

Back   Save   Save and Continue   Close

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