



Office of Research Administration
DRIF/CREDIT PERCENT CHANGE REQUEST FORM
for PIs, Co-PIs, and Other Project Personnel

This form should be used in instances where faculty PI's/Co-PIs'/Project Personnel's DRIF and Credit Percentages require revision. Send the completed and signed copy to ORA via mail to your Contract Administrator, 3112 Lee Building, email to ora@umd.edu, or fax to 301-314-9569.

This form requests changes to: Explanation:
 Add an investigator
 Delete an Investigator
 Change Credit Distribution

1. Project Title:
 2. KFS Account #: or Coeus Institute Proposal #:
 3. The requested changes to DRIF/Credit for this project are as follows

PI	Original Credit	Revised Credit	
Name	Original % credit for Project	Revised % Credit for Project	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
	Unit Total for Investigator 100%	Unit Total for Investigator 100%	

Co-PI or other Project Personnel

Name	Original % credit for Project	Revised % Credit for Project	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
	Unit Total for Investigator 100%	Unit Total for Investigator 100%	

Co-PI or other Project Personnel

Name	Original % credit for Project	Revised % Credit for Project	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
College Dept.	Original % Credit for PI/PD	Revised % Credit for PI/PD	
	Unit Total for Investigator 100%	Unit Total for Investigator 100%	
	Total Project Credit 100%	Total Project Credit	100

4. Your signature below indicates approval for this request and concurrence with the statements on this form. Endorsements must include PI, Co-PI, administering department/unit(s) of PI and Co-PI(s) and appropriate colleges. PI is responsible for obtaining signatures on lines a), b), and c) before sending to ORA.

a) Principal Investigator(s)/Co-Principal Investigator(s)/Other Project Personnel

Date
Date
Date

b) Department Chairperson(s) or Director(s)

Date
Date
Date

c) Dean(s)

Date
Date