



RAMP PI/Co-PI Allocation of Credit

Process for adding allocation of credit to projects in RAMP Grants smartforms.

Entering Allocation of Credit in Proposal

Enter the allocation of credit for the proposal in the RAMP **Additional Proposal Information** smartform as **required in Question 9** by clicking the **+Add** button:

Additional Proposal Information	<p>9. * Enter PIs/Co-PIs allocation of credit (Note: Only PIs/Co-PIs should be included in the allocation. If there are no Co-PIs, the PI should be added at 100% allocation.) ?</p> <p style="text-align: center;"><input type="button" value="+ Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 30%;">Allocation Department</th> <th style="width: 10%;">Percentage</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">There are no items to display</td> </tr> </tbody> </table>	Name	Allocation Department	Percentage	There are no items to display		
Name	Allocation Department	Percentage					
There are no items to display							
Completion Instructions							

Select the ... to add **Personnel**:

Add GMU Credit Allocation

1. * **Personnel:**

2. * **Department:**
 Sponsored Programs Admin

3. * **Credit:**

* Required

Note that anyone named on the Personnel smartform for the proposal will be listed for selection, but **only PIs or Co-PIs should be selected** via the radio button, then select **OK**:

Select Person

Filter by [Advanced](#)

◀ 1-3 of 3 ▶

◀ Last	First	Organization	Preferred Email
<input type="radio"/>		Sponsored Programs Admin	@gmu.edu
<input type="radio"/>		Sponsored Programs Admin	@gmu.edu
<input type="radio"/>		Sponsored Programs Admin	@gmu.edu

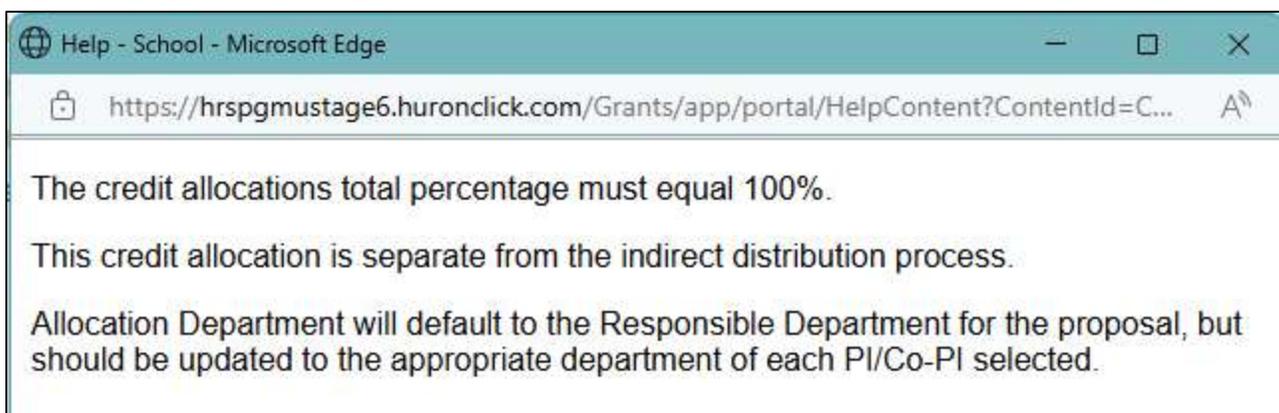
◀ 1-3 of 3 ▶



Note that the default **Department** will be the Responsible Department selected for the proposal, but **should be updated to the appropriate department** for each PI/Co-PI if needed by selecting the ... to change **Department**. After adding the appropriate credit for the selected personnel, select the **OK** button, or to add additional personnel, select the **OK and Add Another** button:

The screenshot shows a form titled "Add GMU Credit Allocation" with three required fields: "1. * Personnel:", "2. * Department:", and "3. * Credit:". The "Personnel" field has a dropdown menu with a blue 'x' button. The "Department" field is set to "Sponsored Programs Admin" and has a dropdown menu with a blue 'x' button. The "Credit" field contains the number "100". At the bottom, there are three buttons: "OK", "OK and Add Another", and "Cancel".

Note the following guidance that is also provided in the **Help** text by selecting the blue ? at the end of Question 9:



Once all personnel are added they will be listed under the question with their **Name, Allocation Department, and Percentage**. To make any changes, select the **Update** button to edit personnel listed, the **+Add** button to add additional personnel, and the blue **x** button to remove personnel:

The screenshot shows a table with the following structure:

9. * Enter PIs/Co-PIs allocation of credit (Note: Only PIs/Co-PIs should be included in the allocation. If there are no Co-PIs, the PI should be added at 100% allocation.) ?			
+ Add			
Name	Allocation Department	Percentage	
	Sponsored Programs Admin	100	x

There is an "Update" button next to the first row of the table.



Entering Allocation of Credit in Award

In the event of an award, the allocation of credit entered in the proposal smartform will be reflected in the RAMP award **Personnel** smartform as **required in Question 2:**

Personnel			
2. * Enter PIs/Co-PIs allocation of credit (Note: Only PIs/Co-PIs should be included in the allocation. If there are no Co-PIs, the PI should be added at 100% allocation.)			
+ Add			
Name	Allocation Department	Percentage	
	Sponsored Programs Admin	100	Update

Note that updates to the credit allocation can be made at award set-up by OSP if required and should be requested prior to the award being activated. After an award is activated, the credit allocation can be updated via a demographic modification, but this should be used in rare circumstances only.