

Credit Request Form

- This form is for existing teams to request additional credit allocations.
- To request a new team, use the “Team Request Form”

Team name

Team administrator first name

Team administrator last name

Email of team administrator associated with MyST account

Date of request (MM-DD-YYYY)

Number of credits being requested (select from options: 200/500/1000)

Please indicate (Y/N) if your account has less than 10 credits (at form submission)

Title of project for which additional credits are being requested

Explain at high level what is the research project being conducted on the Nexus

Please explain why additional credits are needed

Based on your experience so far with using the Nexus, explain qualitatively how you determined the number of credits being requested

**** Notes**

- *Credit allocation requests are reviewed on a rolling basis and responses are expected on a timescale of up to 2 weeks. The response will be communicated to the email of the team administrator*
- *As of Dec 2025, teams can only request credit increases up to a maximum allocation of 2000 credits.*
- *Requesting additional credits is not a guarantee of credit allocation. Credit allocation is based on NASA funding availability, history of prior credit usage by the requesting team, and demand for credits from the broad community. We reserve the right to allocate a fraction of the credits requested or not provide additional credit allocations. Detailed policies for these cases are available at <https://roman-docs.stsci.edu/data-handbook/roman-research-nexus>.*
- *The information submitted in this form is confidential and will be used only to evaluate the credit allocation request.*

