



Credit And Nomination Correction Policy

1. At the time of submission, the submitter will receive a list of names they have submitted as eligible credited. They would need to acknowledge that the list is complete and may not be changed without additional qualifications.
2. After the submission period is closed during the Online Entry Process and before the nominations announcement, the submitter may send us changes in the credits with the following required documentation:
 - a. Affidavit that the change request has been verified to be true.
 - b. Reason for the change.
 - c. Submit updated (final) label copy.
 - d. Confirmation that the credits have been updated across DSP's as applicable.
3. After the nominations announcement, the submitter may request changes in the original credits within the period of two weeks after the announcement, with the following required documentation and fees:
 - a. A formal statement from the head of the label, content owner or producer on behalf of the content owner, specifically detailing what was inaccurately submitted or omitted, an explanation as to why the error took place, and what steps are being taken to correct the mistake.
 - b. A notarized statement from the artist, where applicable.
 - c. Submit updated (final) label copy or credit list approved by content owner or producer on behalf of the content owner, where applicable.
 - d. Call sheets or studio logs proving the additional person or persons have worked on the recording and their roles, where applicable.
 - e. There will be a fee of \$200 per added name. This fee is to be paid in advance of the adjustments by the party requesting the changes.
 - f. Confirmation that the credits have been updated across DSP's as applicable.
4. Deadline For Credit Corrections before the Telecast:
 - a. A deadline has been established for submitting changes: two weeks after the announcement of the nominations.



5. Deadline For Credit Corrections after the Telecast:

a. There will be a deadline of one year from the date of the telecast to make requests to the Awards Department for crediting changes/additions to nominated or winning albums. The requirements are the same as before:

i. A formal statement from the head of the label, content owner or producer on behalf of the content owner, specifically detailing what was inaccurately submitted or omitted, an explanation as to why the error took place, and what steps are being taken to correct the mistake.

ii. A notarized statement from the artist, where applicable.

iii. Submit updated (final) label copy or credit list approved by content owner or producer on behalf of the content owner, where applicable.

iv. Call sheets or studio logs proving the additional person or persons have worked on the recording and their roles, where applicable.

v. There will be a fee of \$200 per added name. This fee is to be paid in advance of the adjustments by the party requesting the changes.

vi. Confirmation that the credits have been updated across DSP's as applicable.

b. After the one-year deadline, any request for changes will have to be made to the Executive Committee of the Board of Trustees of the Recording Academy.

i. The party requesting the changes is responsible for providing all the necessary documents to show proof of claim.

ii. It will be at the sole discretion of the Executive Committee as to whether to consider the claim.