V.A. Memorandum of Understanding

What They Are
And
Why We Do Them
What is a VA MOU

- It is an NIH required document that all faculty members who are also employed at an academic Veterans Administration Hospital must have in place before they can engage in any NIH funded research at either institution.
What is it’s purpose?

- The MOU is a signed agreement that specifies the investigators appointment and their responsibilities at both the university and the VA.

- It is the assurance to the federal government that there is no possibility of overlap in effort and/or dual compensation for the same work.
When is an MOU done?

- At a minimum, annually to confirm current commitment. November 1\textsuperscript{st} for Emory.
- A proposed MOU should accompany all grant proposals outlining what the new commitment will be if funded.
- A final, signed copy will be required at “just in time”.
Annual MOU’s

- Due Date is Important
  - November 1<sup>st</sup> at Emory
- Must have all VA and Department signatures before submission
- Department’s’s responsibility to initiate and follow through to completion
MOU Submitted with Proposal at Time of Routing

- Every new proposal, if funded, will change the faculty member’s effort
- An MOU with new effort proposed must accompany proposal
- Final signed form will be required at JIT
- OGCA will not release smart key until signed MOU is submitted
Proposal with Effort on VA Time

- MOU with NIH effort on VA time must be routed with VA Service Line Chief’s signature at proposal time.
- If Service Line Chief is submitting then VA Chief of Staff Signature is necessary
- Confirms that VA is willing to release clinical time for research.
Getting the VA Signatures

- If you e-mail the completed MOU to the VA they will get the VA signatures for you and email a scanned copy back to you

Send to:
Catrell Medlock
Operations Specialist/Assistant to Dr. Hart & Tony Laracuente
Atlanta Research & Education Foundation
VA Medical Center
Decatur, GA 30033
Phone: (404) 321 - 6111, Ext. 6170
How is Effort Certification Handled when effort is on VA time?

- Cost Sharing to another institution is normally never allowed
- Academic VA’s have a special relationship with their associated University
Effort Certification

- How do you show NIH effort on VA time if there is no salary paid?
- Emory Effort Certification system reflects Emory paid salary only
- Effort Commitment Letter must be signed and sent to Holly Sommers in OSP
- Letter template found on Emory VA website:
Who’s Responsible for Managing VA Effort?

- The Departmental Administrators or Division Administrators should and the associated RAS will be responsible for making sure that all VA effort is documented correctly.
8/8th and Research

- It is allowable for faculty to do research in addition to their 40 hour commitment to the VA
- Research must be done outside their normal VA hours (unless release time is approved)
- Amount of research time must be reasonable
- 20 additional hours is the widely accepted norm. More than 20 hours could be audit risks.
- Contact SOM Administration for assistance with the process
New Electronic MOU will be out soon making this process more efficient