



1 VETERANS AFFAIRS MOU FORM APPROVAL PROCESS

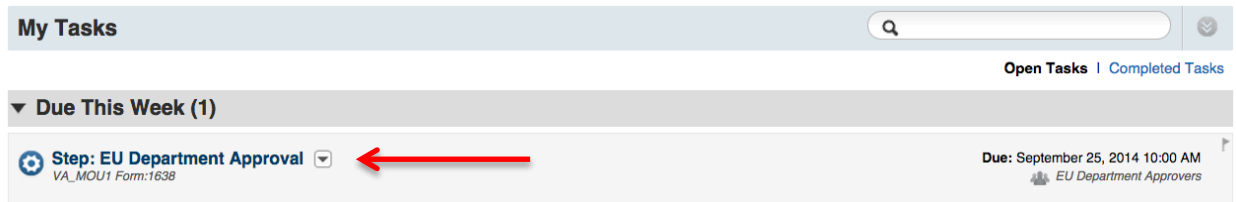
1. The VA MOU application will send you an email notification confirming that task(s) are pending in your MOU work queue.
2. If you are outside of the Emory University network or the VAMC (e.g. home), you will have to connect to the Emory University VPN (<https://vpn.emory.edu>) prior to logging into in the system.
3. Click on the link in the email or go to VA MOU process portal (<https://bpm.emory.edu/ProcessPortal/login.jsp>). Log into the VA MOU application portal using your university netid and password.

User ID

Password

Login

4. From the “My Work” page, click the “Step: Approval” link.



5. To start the MOU approval process, please review the data in the submitted form. You are given the options to “Accept”, “Save for Later” or “Reject” the submitted MOU form.



The “Accept” button acknowledges approval of the submitted MOU form and advances it to the next step in the approval process.

The “Save for Later” button allows you to come back and “Accept” or “Reject” the MOU form at a later time or date.

The “Reject” button will place the submitted MOU form back into the faculty member or proxy queue for correction. After clicking the “Reject” button, a dialog box will appear. This dialog box can be used to add specific comments concerning the reason for rejection. The system will attach a record of the comment to the MOU form for everyone in the approval process to review. Once rejected, the process of submission and approval starts over in each instance.



Rejection ✕

Reason for Rejection:

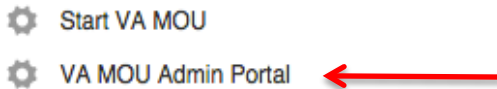
Save Cancel

2 VETERANS AFFAIRS MOU ADMINISTRATION TOOL

The VA MOU application provides functionality to allow system users the capability to retrieve “Completed MOU” (approved) data. You can also check the status of in-progress MOU submissions. Instructions on how to perform task in the administration tool are listed below.

2.1 COMPLETED VA MOU FORMS

- To access completed MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.



- Enter data in any of the applicable search fields on the “Completed MOU” web form and click the “Search for MOU” button. If you entered any data incorrectly, click the “Clear” button to reset the web form.

Completed MOUs | **In Progress MOUs**

MOU Search

Type of MOU

Faculty

Last Name First Name Employee ID

Emory University

Emory School Emory Department Emory Division

Department of Veterans Affairs

Veterans Affairs Division

Effective Date

Start Date End Date

Project, Awards, & Grants

Project Number Award ID EPEX ID

Search for MOU Clear

- The system will return search results from your query. Click the radio button next to the appropriate MOU data and the system will retrieve the MOU record.

MOU Form	Final Approval Date	Faculty Name	Emp ID	Emory School	Emory Department	Emory Division	Department of Veterans Affairs Service Line	Effective Date
<input type="radio"/> Annual MOU		Johnson	0397752	School of Medicine	Anesthesiology	<no selection>	Dental	9/23/2014

Rows 1-1 of 1 Page Size: 10 << < Page 1 of 1 > >>

- Clicking the “Print” button at the bottom of the page generates a PDF version of the MOU record, which can be printed or saved as an electronic file.



Print and Save dialog box:

Print

Total: 2 pages

Destination

Pages All e.g. 1-5, 8, 11-13

Paper size

Layout Portrait Landscape

Margins

Options Headers and footers Background colors and images

[Print using system dialog... \(Ctrl+P\)](#)

Veteran's Affairs Memorandum of Understanding

Faculty Information

First Name	Last Name	Employee ID
Charles	Johnson	0397752

Emory Email Address: charles.g.johnson@emory.edu
Preferred Email Address:

Emory School	Emory Department / Yerkes Division	Emory Division
School of Medicine	Anesthesiology	<no selection>

Academic Title: Instructor

Department of Veterans Affairs Division	Department of Veterans Affairs Title
Dental	Health Scientist

MOU Effective Date (Start Date): 9/23/2014

Department of Veteran's Appointment (expressed in 8th): 48

MEMO Type: Annual MOU

Proxy Information

Do you want to provide a Proxy Contact: No

Hours and Effort Section

Veterans Affairs Medical Center	VA Hours	% Effort
Teaching	5.00	8.93
Clinical	6.00	10.71
Administration	7.00	12.50

Department of Veterans Affairs Administered Project (Including VA Awards, AREF, unfunded)

Project No	Project Title	Funding Source	Project Hours	% Effort	
88	proj 88	Federal	8.00	14.29	[-]

Emory University Administered Projects (Cost Share)

Project No	Project Title	Funding Source	Project Hours	% Effort	
99	proj 99	State	9.00	16.07	[-]

Total Department of Veterans Affairs Hours and Effort: 35.00 62.50%

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2.2 IN-PROGRESS VA MOU FORMS

- To access In-Progress MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.



Click the “In-Progress MOU” tab and enter data in any of the applicable search fields on the “In Progress MOU” web form and click the “Filter List” button. If you entered any data incorrectly, click the “Clear” button to reset the web form. The system will display the progress of the submitted VA MOU form.

Completed MOUs In Progress MOUs

MOU Filter

Start Date: 9/1/2014 End Date: 9/23/2014 MOU Type: Annual Emory School: Emory Department: Veterans Affairs Division: Faculty Last Name:

Filter List Clear

Process Start	Status	Time In	Task Due Date	Current Task	MOU Type	Faculty	Emory School	Emory Department	Veterans Affairs Division
9/18/2014	Overdue	114.6 hrs	9/22/2014	EU Department Approval	Annual	Yeqing Cheng	School of Medicine	Neurology	Lab
9/17/2014	Overdue	138.6 hrs	9/24/2014	Proxy Form Fill	Annual		Yerkes Research Center	Developmental and Cognitive Neuroscience	Geriatrics
9/18/2014	Overdue	116.0 hrs	9/18/2014	Route to Faculty	Annual	Yeqing Cheng	School of Nursing	Academic Advancement	Medical Specialty