



1 VETERANS AFFAIRS MOU FORM SUBMISSION PROCESS

1. You can start the MOU submission process by clicking on the following link: (<https://bpm.emory.edu/ProcessPortal/login.jsp>). If you are outside of the Emory University or VAMC network (e.g. home), you will have to connect to the Emory University VPN (<https://vpn.emory.edu>) prior to logging into in the system.

2. Log into the VA MOU application portal using your university NetId and password.

User ID

Password

Login

3. From the “My Work” page, click the “Start VA MOU” link in the right navigation pane.



4. Select “No” for RAS Unit member then press continue (you may have to scroll down on the screen)

- A new MOU must be submitted November 1 of eac
- A faculty member must expend effort for University funded research is approved as VAMC effort.

**RAS Information**

Are you a RAS Member?

Yes  No

Continue Cancel



- 5. Please complete all of the required fields in the “Faculty Information” section. Required fields are designated with a red asterisk “\*”. You can add an alternate email address to receive communications regarding the status of your MOU submission. You can do so by updating the “Preferred Email Address” field. Otherwise, all communications about your MOU submission will be sent to your Emory University email address.

The first name and last name sections are case sensitive (ex: John Doe)

**Faculty Information**

<b>First Name</b> Greco	<b>Last Name</b> Johnson	<b>Employee ID</b> 0398455
<b>Emory Email Address</b> greco.m.johnson@emory.edu		
<b>Preferred Email Address</b> 		
* <b>Emory School</b> [Dropdown]	* <b>Emory Department / Yerkes Division</b> [Dropdown]	<b>Emory Division</b> [Dropdown]
* <b>Academic Title</b> [Dropdown]		
* <b>Department of Veterans Affairs Service Line</b> [Dropdown]		* <b>Department of Veterans Affairs Title</b> [Dropdown]
* <b>MOU Effective Date (Start Date)</b> 9/22/2014 [Calendar icon]		
* <b>Department of Veteran's Appointment (expressed in 8th):</b> [Dropdown]		

- 6. To start the MOU data entry process, please select the type MOU. Your choices are “Annual”, “Revised”, “Proposed”, or “New Faculty Proposed” MOU forms are available for submission.

\* **MOU Type:**  
Annual MOU [Dropdown]

- 7. The VA MOU application provides the capability to assign a proxy to assist you with completing the MOU form. If you would like to assign a proxy please continue reading this section. If you do not want to assign a proxy go to step 7.

To assign a proxy, click the “Yes” button under the assign proxy question. Next add your proxy’s netid into the corresponding field and click the “Retrieve” button to look up the proxy information.



Proxy Information

Do you want to provide a Proxy Contact

Yes No

Proxy's University Net ID

Retrieve

Clear

Text input field for Proxy's University Net ID

Proxy First Name

Proxy Last Name

Text input field for Proxy First Name

Text input field for Proxy Last Name

Proxy Email Address

Text input field for Proxy Email Address

Alternate Contact Phone #

Text input field for Alternate Contact Phone #

Once you have confirmed that the proxy information is correct, scroll down to the bottom of the page and click the "Send to Proxy" button. This will forward your MOU form request to the person assigned as your proxy.

Send to Proxy

Each proxy must then complete the MOU form and submit back to you for review and submission. For additional information on proxy VA MOU application task, please see the VA MOU Proxy User Guide.

- 8. Your next step is to complete the "Hours and Effort" section on the MOU form. This section captures data related to your teaching, clinical, administration and project hours spent at both Veterans Affairs Medical Center and Emory University. As information only, the greyed shaded area shows your last approved effort on a MOU. You must type in ALL hours into the "Current Effort" section. Even if there is no change from your last MOU, the hours do not automatically transfer to the Current Effort columns.

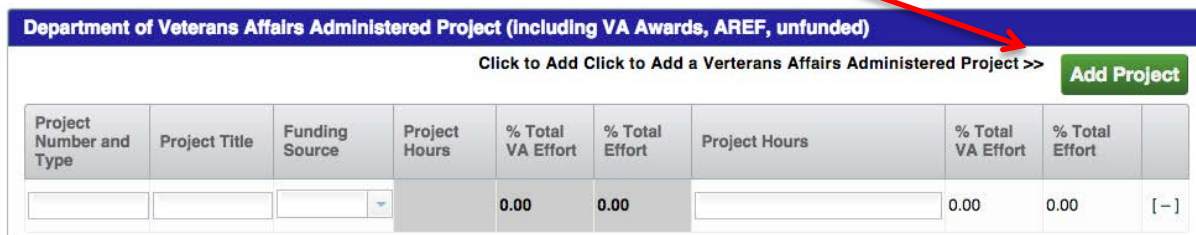
Last Approved Effort: (copy of last approved effort)

Current Effort: (please complete even if no change)

Table with 7 columns: Veterans Affairs Medical Center, VA Hours, % Total VA Effort, % Total Effort, VA Hours, % Total VA Effort, % Total Effort. Rows include Teaching, Clinical, and Administration.

After completing the teaching, clinical, and administration hours sections, add project data where applicable in either the Veterans Affairs or Emory University project sections.

To add new project data, click the green “Add Project” button.



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

Click to Add Click to Add a Verterans Affairs Administered Project >> **Add Project**

Project Number and Type	Project Title	Funding Source	Project Hours	% Total VA Effort	% Total Effort	Project Hours	% Total VA Effort	% Total Effort	
				0.00	0.00		0.00	0.00	[-]

If you need to remove any project data, click the minus sign to remove any unwanted entries.

- You can start the MOU approval process by clicking the “Submit for Approval” button. You can also “Save” your progress at anytime during the data entry process.



Note: You and your proxy (if applicable) will receive a notice once your submitted VA MOU form completes the approval process. If your VA MOU form is not approved the form will be returned to your queue on the “My Work” page. The approver will list possible reason(s) for the rejection. They can be viewed at the bottom of the form after it is sent back to your work queue. You or your proxy can correct any mistakes and resubmit the VA MOU for approval.

**Rejection Reason:**

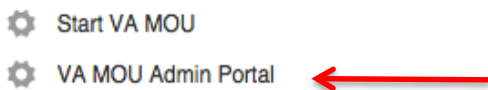
Reasons for Rejection	
Date	Rejection Reason
2015/10/21	VA Hours are over the max

## 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 tasks 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

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**Faculty**

Last Name  First Name  Employee ID

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**Emory University**

Emory School  Emory Department  Emory Division

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**Department of Veterans Affairs**

Veterans Affairs Division

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**Effective Date**

Start Date  End Date

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**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	<input type="text"/>	Johnson	0397752	School of Medicine	Anesthesiology	<no selection>	Dental	9/23/2014



- 4. 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

Cancel Save

Destination Save as PDF  
Change...

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

Paper size Letter

Layout  Portrait  
 Landscape

Margins Default

Options  Headers and footers  
 Background colors and images

Print using system dialog... (⌘P)

9/23/2014 Process Portal

### Veteran's Affairs Memorandum of Understanding

**Faculty Information**

First Name	Last Name	Employee ID
Charles	Johnson	0397752
Emory Email Address cjohns@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 Health Scientist	

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

Department of Veteran's Appointment (expressed in Rth):  
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 [-]

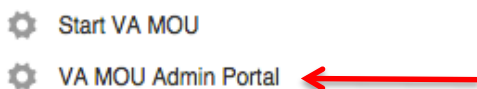
**Total Department of Veterans Affairs Hours and Effort: 35.00 62.50%**

Discard MOU:



### 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