



1 VETERANS AFFAIRS MOU FORM PROXY SUBMISSION 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 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: Proxy Form Fill" link.

The screenshot shows a 'My Tasks' interface. At the top, there is a search bar and a dropdown arrow. Below that, there are links for 'Open Tasks' and 'Completed Tasks'. A section titled 'Due Later (1)' is expanded, showing a task card for 'Step: Proxy Form Fill' with a red arrow pointing to the task name. The task card also includes a gear icon, a dropdown arrow, a due date of 'September 29, 2014 10:00 AM', and a 'Proxy' label with a person icon.

5. To start the MOU data entry process, please select the type MOU.

* MOU Type:



- 6. Your next step is to complete the “Hours and Effort” section on the MOU form. This section captures data related to teaching, clinical, administration and project hours spent at both Veterans Affairs Medical Center and Emory University.

Last Approved Effort: (copy of last approved effort)

Current Effort: (please complete even if no change)

Veterans Affairs Medical Center	VA Hours	% Total VA Effort	% Total Effort	VA Hours	% Total VA Effort	% Total Effort
Teaching	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00	0.00
Clinical	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00	0.00
Administration	0.00	0.00	0.00	<input type="text" value="0.00"/>	0.00	0.00

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 Veterans 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	0.00	0.00	<input type="button" value="[-]"/>

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

Please note: The greyed out area shows the effort on the last approved MOU. These hours do not automatically carry over to the current effort totals.

- 7. You can start the MOU approval process by clicking the “Send to Faculty Submitter” button. You can also “Save” your progress at any time during the data entry process.



After the Proxy completes the MOU, it will go back to the faculty for a final review. Then the faculty will submit the MOU for routing.

Notice: The faculty and their 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 placed back in the faculty’s 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. You or your proxy can correct any mistakes and resubmit the VA MOU for approval.

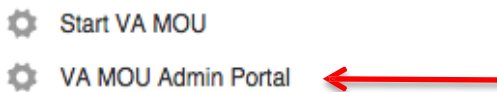


2 VETERANS AFFAIRS MOU ADMINISTRATION TOOL

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.

A screenshot of a web form titled 'Completed MOUs' with a tab for 'In Progress MOUs'. The form is divided into several sections:

- MOU Search**: A dropdown menu for 'Type of MOU'.
- Faculty**: Input fields for 'Last Name', 'First Name', and 'Employee ID'.
- Emory University**: Dropdown menus for 'Emory School', 'Emory Department', and 'Emory Division'.
- Department of Veterans Affairs**: A dropdown menu for 'Veterans Affairs Division'.
- Effective Date**: Date pickers for 'Start Date' (9/23/2014) and 'End Date' (9/23/2014).
- Project, Awards, & Grants**: Input fields for 'Project Number', 'Award ID', and 'EPEX ID'.

 At the bottom are 'Search for MOU' and 'Clear' buttons.

- 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
Annual MOU		Johnson	0097752	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)

MOU2014 Proxy: Dental

Veteran's Affairs Memorandum of Understanding

Faculty Information

First Name: Charles Last Name: Johnson Employee ID: 0097752
 Emory Email Address: charles.johnson@emory.edu
 Preferred Email Address:

Emory School: School of Medicine Emory Department: Anesthesiology Emory Division: <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 Veterans Affairs Appointment (expressed in BAP): -#B

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	8.50
Clinical	6.00	10.71
Administration	7.00	12.50

Department of Veterans Affairs Administrative Project (including VA Awards, APEP, unfunded)

Project No.	Project Title	Funding Source	Project Hours	% Effort
00	proj 00	Federal	9.00	14.29

Emory University Administered Projects (Cash Share)

Project No.	Project Title	Funding Source	Project Hours	% Effort
00	proj 00	State	9.00	14.29

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

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 your submitted VA MOU form.

Completed MOUs **In Progress MOUs**

MOU Filter									
Start Date	End Date	MOU Type	Emory School	Emory Department	Veterans Affairs Division	Faculty Last Name			
9/1/2014	9/23/2014	Annual							
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	EJ Department Approval	Annual	Yaqing 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	Yaqing Cheng	School of Nursing	Academic Advancement	Medical Specialty