

### 1 VETERANS AFFAIRS MOU FORM RAS UNIT SUBMISSION PROCESS

1. A RAS Unit Member may initiate the Proposed MOU without the Faculty assigning them as a Proxy. After a RAS unit member completes the Proposed MOU, the MOU will go back to the faculty for final approval, and then they will submit it for routing.
2. If you are outside of the Emory University network or the VAMC (at home or traveling), you will have to connect to the Emory University VPN (<https://vpn.emory.edu>) prior to logging into in the system.
3. Link to the 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

4. Click "Yes" for RAS Member, Enter Netid for Faculty who you are completing the Proposed MOU, click "Retrieve", the screen will refresh, scroll down and press "Continue"

\* A new MOU must be submitted annually. It is valid year to year.  
\* A faculty member must expend effort for University funded research on compensated as VAMC effort. This means that a faculty member cannot specifically states that federally funded research is approved as VAMC

#### RAS Information

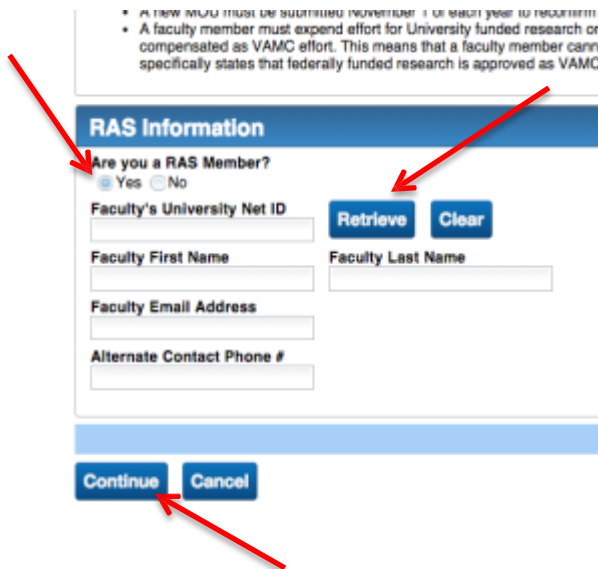
Are you a RAS Member?  
 Yes  No

Faculty's University Net ID

Faculty First Name  Faculty Last Name

Faculty Email Address

Alternate Contact Phone #





Faculty Information will be populated

**Faculty Information**

First Name: Greco Last Name: Johnson Employee ID: [ ]

Emory Email Address: greco.m.johnson@emory.edu

Preferred Email Address (if different than above): [ ]

\* Emory School: [ ] \* Emory Department / Yerkes Division: [ ] Emory Division: [ ]

\* Academic Title: [ ]

\* Department of Veterans Affairs Service Line: [ ] \* Department of Veterans Affairs Title: [ ]

\* MOU Effective Date (Start Date): 1/12/2016

MOU Type: Proposed MOU

- 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)

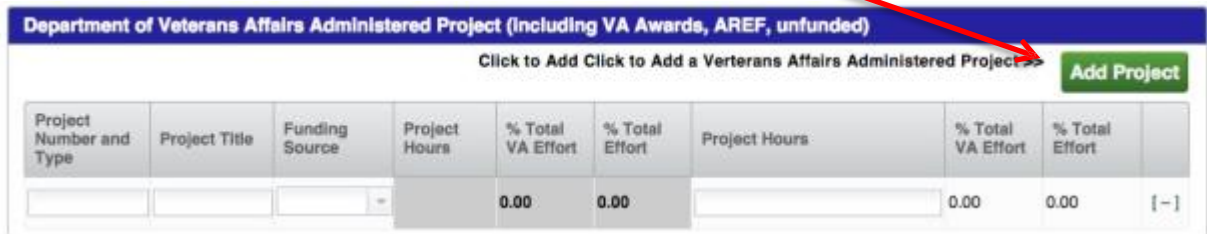
Current Effort:  
(please complete even if no change)



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	0.00	0.00	0.00
Clinical	0.00	0.00	0.00	0.00	0.00	0.00
Administration	0.00	0.00	0.00	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	
				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 “Send to Faculty Submitter” button. You can also “Save” your progress at anytime during the data entry process.



Notice: The PI and their proxy (if applicable) will receive a notice once the submitted VA MOU form completes the approval process. If the Proposed VA MOU is not approved, the form will be placed back in the PI’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. The PI or proxy can correct any mistakes and resubmit the VA MOU for approval.

The Proposed MOUs do not go through as extensive routing as the Annual or Revised MOUs. After the PI submits the Proposed MOU for routing it only goes to their VA Associate Chief of Staff and then the School/Unit 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.

- 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.

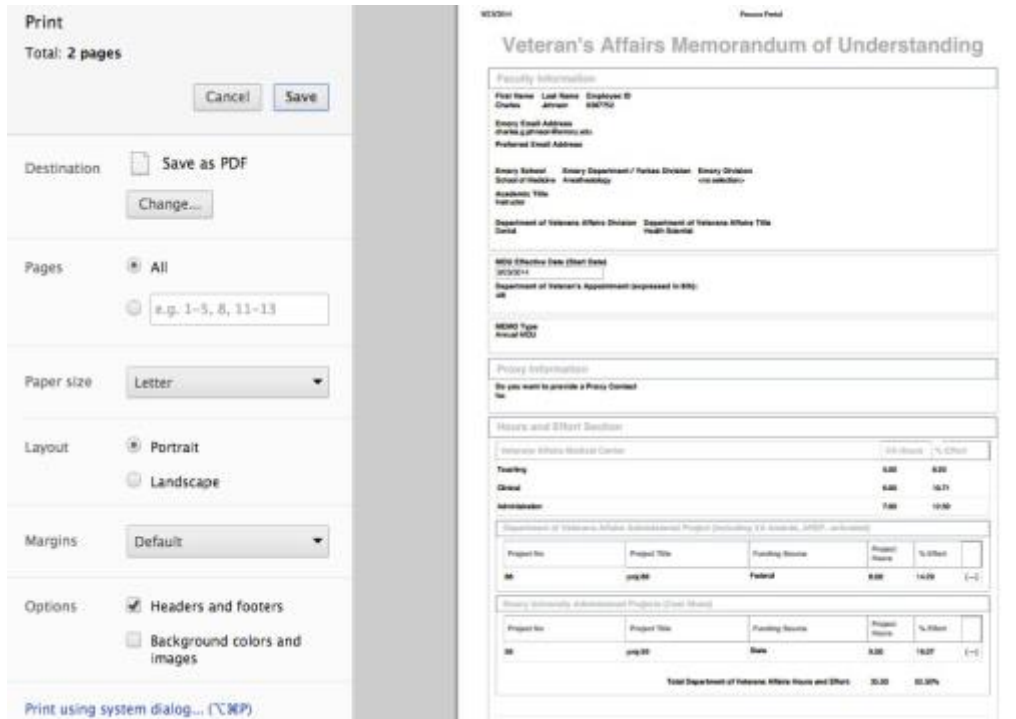
MOU Form	Final Approval Date	Faculty Name	Emp ID	Emory School	Emory Department	Emory Division	Department of Veterans Affairs Service Line	Effective Date
<input checked="" type="radio"/> Annual MOU		Johnson	0397752	School of Medicine	Anesthesiology	<no selection>	Dental	9/23/2014

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- 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:



## 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	End Date	MOU Type	Emory School	Emory Department	Veterans Affairs Division	Faculty Last Name			
9/1/2014	9/23/2014	Annual							
<input type="button" value="Filter List"/> <input type="button" value="Clear"/>									
Process Start	Status	Time In	Task Due Date	Current Task	MOU Type	Faculty	Emory School	Emory Department	Veterans Affairs Division
9/19/2014	Overdue	114.6 hrs	9/22/2014	EU Department Approval	Annual	Yeqing Chang	School of Medicine	Neurology	Lab
9/17/2014	Overdue	138.6 hrs	9/24/2014	Privacy Form Fill	Annual		Yonkes Research Center	Developmental and Cognitive Neuroscience	Genetics
9/18/2014	Overdue	116.0 hrs	9/18/2014	Route to Faculty	Annual	Yeqing Chang	School of Nursing	Academic Advancement	Medical Specialty