Holding a faculty appointment at Emory University and at the Atlanta Veterans Medical Center can be cause for confusion. Especially when it comes to the MOU. The VA MOU is a federally required document that all Emory Faculty who are also employees of the Atlanta Veterans Affairs Medical Center (VAMC) and who engage in federally funded research at either or both institutions that is routed through Emory must complete an MOU. This means if you have effort (compensated or cost shared with the VA) on a grant administered by Emory, you must submit an MOU. Example: an 8/8th faculty member has a cost share (meaning no salary from Emory) for 10% effort on an NIH grant, then an MOU is required.

Below we have documented the most commonly asked questions. If you have a question that is not addressed here please contact the appropriate representative in your school:

- School of Medicine contact is Josh Rosenberg at josh.rosenberg@emory.edu
- School of Public Health contact is Dean Surbey at psurbey@emory.edu
- School of Nursing contact is Gina Critchet at gina.m.critchett@emory.edu
- Yerkes Nonhuman Primate Research Center contact is Martha Walsh at mwals01@emory.edu

1. **What is the VA MOU?** It is an NIH required document that assures the federal government that there is no possibility of overlap in effort and/or dual compensation for the same work.

2. **Who should complete an MOU?** All Emory faculty members who are also employees of the Atlanta Veterans Affairs Medical Center (VAMC) and who engage in federally funded research at either or both institutions that is routed through the University must complete a Memorandum of Understanding (MOU).

3. **When should an MOU be completed?** At a minimum one should be completed annually to confirm current commitment.
   - **Annual MOU** are submitted once a year to assure the federal government that there is no possibility of overlap in effort and/or dual compensation for the same work.
   - **Proposed MOU** should accompany all grant proposals outlining what the new commitment would be should the grant be funded.
   - **Revised MOU** is for faculty with current grant funding and should be submitted at the Just in Time stage to document the distribution of effort with the new grant funding. (Please note that OSP will not be able to release funding until the signed form is completed.)
FREQUENTLY ASKED QUESTIONS

- **New Revised MOU** should be completed when there is no prior MOU in the system for the PI. (A faculty member should not need to have more than one “New Revised” MOU. Going forward use the revised MOU form.)

<table>
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<th>MOU(s)</th>
<th>When/How to Submit</th>
<th>Submission process</th>
<th>Routing/Approval process</th>
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<tr>
<td>Annual</td>
<td>Submitted Yearly</td>
<td>Via the MOU Online Portal</td>
<td>1: Faculty</td>
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<td></td>
<td>Due date <strong>November 1st</strong></td>
<td>Annual MOUs are submitted once a year to assure the federal government that there is no possibility of overlap in effort and/or dual compensation for the same work.</td>
<td>2: Department Chair/Administrator</td>
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<td>An Annual Cycle is November 1 - October 31</td>
<td>***<strong>All VA/Emory faculty who have federally funded grants must submit an annual MOU</strong></td>
<td>3: Service Line Chief - VAMC</td>
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<td>Revised</td>
<td>At just in time (or when notified for new funding for every new award)</td>
<td>Via the MOU Online Portal</td>
<td>4: Associate Chief of Staff, VAMC</td>
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<td></td>
<td>*<strong>(Same as above) This form is required to be used at just in time if you have no prior MOUs in the system.</strong></td>
<td>A Revised MOU is for faculty with current grant funding and should be submitted at the Just in Time stage to document the distribution of effort with the new grant funding.</td>
<td>5: Chief of Staff, VAMC or Designee</td>
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<td>***<strong>A faculty member should not need to have more than one “New Revised” MOU. Going forward use the revised MOU form.</strong></td>
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<td>6: VA Medical Center Director or Designee</td>
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<td>7: School/Unit - Emory</td>
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<td>8: OSP, Emory</td>
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<tr>
<td>Proposed</td>
<td>One should be submitted with every grant proposal application</td>
<td>All Proposed MOU’s are submitted via paper submission. Forms can be found on the SOM Research Webpage.</td>
<td>The PI Signature is the only Approval/Signature required for a Proposed MOU</td>
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<td></td>
<td>The paper MOU needs to be attached to the routing proposal and Antonio Laracuente added as an EPEX approver.</td>
<td>***<strong>VA review is done through EPEX</strong></td>
</tr>
</tbody>
</table>

4. **Is it allowable for an 8/8th VA investigator to also do Emory research?** Yes, it can either be done in addition to the 8 hour commitment to the VA (up to 20 hours) or as release time during the VA committed 8 hours. Either will need to be approved by the VA.

5. **Can an 8/8th VA investigator add Emory salary to the grant proposal?** Yes, but only if the investigator had a permanent, paid, part-time appointment already established with his/her home department with available time on that appointment for the research effort. If there is no paid appointment in place and the research activity supports the VA mission and is performed at the VA then the Emory research should be cost shared to the VA.

6. **What about K awards for faculty?** K awards are different in that the federal government requires the applicant have a full-time appointment at the Academic institution (36 hour or more is considered full time at Emory) with a specific percent of that appointment.
committed to the K award. (see the NIH K Kiosk for details about each K award) They can also have a paid VA appointment but the total hours cannot exceed 60.


- At the time of initial award, all candidates must meet the full-time appointment requirement as well as the minimum 75% effort requirement. Under the new policy, K awardees may request (see below) to reduce their appointment to less than full-time (but not less than three-quarter time) for a period not to exceed 12 continuous months during the K award project period. However, awardees may not simultaneously request a reduction in appointment status from full-time to part-time AND a reduction in percent effort to less than 75% (see above for existing policy on temporary reduction in percent effort). Note that these two options are only available after a K award has been issued. At the time of application and initial award, all candidates must meet the full-time appointment requirement as well as the minimum 75% effort requirement.

7. Does the proposed MOU need to be routed for signatures and who signs? (As of April 2018 all Proposed MOU’s have returned to paper submission) A RAS Unit member may initiate the Proposed MOU but the faculty will have to review and submit the MOU for routing via paper form, located on our SOM Research Webpage. Because the proposed MOU is used as an internal control and is not a federally required document we require the minimum number of signatures to ensure appropriate approval will be in place if the proposal is funded. The PI Signature is the only Approval/Signature required for a Proposed MOU. The paper MOU needs to be attached to the routing proposal and Antonio Laracuente added as an EPEX approver.

8. What if I haven’t completed an MOU before, how do I get started? You should log into the Electronic MOU website using your Emory credentials and select “New Revised MOU”. You can then complete the right hand side of the form or name a proxy to complete it for you.

9. Can an 8/8th VA faculty member perform Emory duties during the 8 hour commitment to the VA for Emory? Not without specific approval. In general the commitment to the VA is very specific and clearly states that only VA related activities can be done during that commitment unless doing basic research that is approved by the R&D Committee and done at the VA.

10. For a split appointment (effort and salary from both the VA and Emory) should the total professional effort be used to calculate the effort/person months on a grant proposal in which the study will be performed on Emory time? NO, federal regulations require that only the base salary of the applying institution be used. Therefore, a grant budget submitted through Emory should reflect the Emory base salary and portion of that salary to be paid from the grant.
11. How do I explain that to NIH? NIH sees applications from joint VA faculty regularly. It is recommended that you add a statement of Joint Appointment Disclosure to the budget justification. Example below:
   - Dr. XX has an appointment with Emory University and with the Atlanta Veterans Administration Health Center (VAMC). This arrangement is defined in a formal joint Appointment Memorandum of Understanding. The institutional base salary used in this application represents the University’s salary and it does not include salary from the VAMC appointment. Dr. XX has a 5/8th appointment at the VAMC. He/She is contributing 4.5 person months (33.75%) Emory Effort to this application. This represents 15% of their total professional effort. {enter grant specific number in underlined areas}

12. What is an Intergovernmental Personnel Act (IPA)? Under VA directive 5334 (9/27/2000) an IPA is the “Temporary assignment of employees between federal agencies and state, local, and tribal governments, institutions of higher education, and other eligible organizations.” For the purposes of agreements where VA employees are on assignment to Emory, only permanent, full-time Title 5 employees will be considered for temporary assignment. For the purposes of Emory employees on assignment to VA in support of VA funded projects, please contact Tony Laracuente at antonio.laracuente03@va.gov these agreements should be routed through OSP like any other federal agreement. The invoicing for these is managed through the Office of Grants and Contracts.

13. What is a Memorandum of Personnel Support? A Memo of Understanding is used when a VA Foundation (known as the Atlanta Research and Education Foundation) employee is going to be assigned to an Emory grant for a specified period of time. (The reverse is unusual but could also be done under the same agreement). These agreements are reviewed by the School and the invoicing is done by the department.

14. Do I need to include my VA activity on the Other Support pages? YES, NIH is interested in evaluating each investigator’s total professional activity to ensure no scientific or budgetary overlap is occurring with a pending grant application.

15. I have an 8/8th VA appointment with a flexible work commitment so I can spend one day a week at Emory to do my research on my part-time Emory salary? Do I still need to cost share my research effort to the VA? NO, if you have a consistent part-time appointment with salary and the research is being done at Emory then you can put the effort on your Emory salary. Note that it cannot exceed the standing part-time appointment. If, however, the research is being done at the VA then it should be cost shared to the VA regardless of the Emory appointment.