



## Office of Sponsored Programs--MED

### Instructions for Completing Memorandum of Understanding Form for Joint VA-BU Appointments

All Boston University Medical Campus Investigators who also hold salaried VA appointments must complete a Memorandum of Understanding (MOU). The VA Associate Chief of Staff and the BU Assistant Vice President for Sponsored Programs are responsible for maintaining a copy of the current MOU. The MOU must be updated at least annually.

#### **When to submit or update:**

- Submit a copy of your current MOU with each new and non-competing grant application.
- Update your MOU with each new grant award and/or when significant changes in effort occur during the calendar year, i.e. changes in VA appointment terms or significant changes in hours of research commitments. The updated MOU becomes the current MOU for the next grant application.
- Update your MOU annually, in June of each year.

#### **How to complete the form:**

- Title: Provide the Investigator's BUMC appointment (faculty rank) and VA title
- Effort Percentages:
  - Must be based on a reasonable, justifiable work week, considering the dual appointments of the Investigator. A maximum 60- hour work week is generally used as an overall reasonable weekly effort.
  - Total VA effort is based on a 40-hour work week. Total professional effort dedicated to VA activity can be obtained by multiplying the Investigator's VA appointment (in 8ths) by 40 hours, then dividing by the individual's reasonable week estimate. For example, the VA component of total professional effort of an Investigator with a 5/8 VA appointment and a 60-hour work week would be  $(5/8 * 40) / 60 = 41.7\%$ .
  - To delineate between sponsored research and other effort within the VA and BUMC categories, use general estimates based on duties and commitments. Consider the time devoted to each of the following activities and include them if applicable: VA sponsored research, i.e., research administered by the VA (for example, a VA Merit Award); VA clinical, educational, and administrative activities; BUMC sponsored research; BUMC teaching, administration and service commitments; and research awards administered by other institutions.
  - K awards: the percent of total BUMC professional effort devoted to K award research must be at least 75% and paid by BUMC. The required 75% effort must be comprised solely of BUMC effort and may not include effort donated or paid by the VA. Investigators who plan to apply for a K award should contact OSP-MED.
- Obtain the following signatures on each MOU:
  - Faculty Member

- Department Chair, VA
- Associate Chief of Staff, Research and Development, VA
- Chief of Staff, VA
- Department Chair, BUMC
- Assistant Vice President, Sponsored Programs, BU
- OSP-equivalent at other institutions, if applicable (e.g. Boston Medical Center or Boston VA Research Institute)

**When preparing grant applications or providing award documentation:**

- Provide copy of current MOU with each new and non-competing application.
- Revise MOU upon notification from sponsor that award is likely or upon request of just-in-time documentation.
- For purposes of preparing Other Support information, list total professional effort that includes appointments at the VA, BUMC, and any other institution.
- Note that the Institutional Base Salary to be listed on application is the salary to be paid by BUMC, only. Do not list the combined total professional salary of each institution. Base salary is determined by BUMC Department Chair.
- Budget justification of the application should disclose the following:
  - Calendar months in relation to BUMC base salary and appointment
  - Calendar months in relation to total salary from all non-Federal sources
  - Hours and percent time of VA appointment
  - Hours and percent time of BUMC appointment

**Questions:**

BUMC Policies and Procedures, Kirsten Levy, VA Program Manager ([klevy@bu.edu](mailto:klevy@bu.edu), 857-364-5682)

VA Policies and Procedures, Terence M. Keane, PhD, Associate Chief of Staff, VABHS ([terry.keane@va.gov](mailto:terry.keane@va.gov), 857-364-4551)

**Example:**

Investigator has the following appointments:

- Full time appointment at the VA (40 hours), which includes 25 hours a week for clinical activities and 15 hours a week for research;
- Faculty appointment at BUMC, approximately 20 hours a week on research as the Principal Investigator on two NIH awards made to BUMC. She devotes 0.20FTE (8 hours) of her BUMC effort to Award A, and 0.30FTE (12 hours) of her BUMC effort to Award B. Her BUMC salary is \$180,000 per annum which is what she lists on her next grant application.
- Based upon a 60 hour maximum for total professional effort, she works 33% of her time at BUMC and 67% of her time at the VA.