**School of Public Health MOU Guidelines for UW SPH/VA faculty**

Last updated March 9, 2021

**MOU Guidelines**

1. An MOU is required for VAPSHCS-employed scientists who concurrently hold a professorial appointment in the UW SPH in the following tracks: Tenure/Tenure-track, WOTRF or Research.
2. This process is not required for faculty who hold clinical non-salaried/affiliate titles or who are paid by UW from a department outside of SPH (usually joint or adjunct faculty where SPH is the secondary appointment).
3. MOUs must be processed each time there is a change in the division of effort between the UW and VAPSHCS during the academic year and annually for the ensuing UW academic year of 7/1 – 6/30. UW SPH departments should send out reminders to faculty members affected by this policy by 5/15 of each year in order to complete the MOU by 6/15.
4. Continuation of this UW appointment is contingent upon your continued employment with the VA Puget Sound Health Care System. Upon termination/resignation of your VAPSHCS employment, your UW appointment shall terminate. The exception is WOTRF appointments jointly recruited. The minimum UW FTE to remain eligible to maintain the appointment is 50% FTE. Upon termination/resignation from a VAPSHCS appointment, the UW FTE minimum must be met to maintain the appointment.

**MOU Form Instructions**

1. Select the ensuing academic year from the drop down menu
2. Fill out your complete Name and Degree
3. Choose each applicable option within: Department, Service Line and Title(s).
4. Section A- VAPSHCS Appointment: Please choose the specific VAPSHCS appointment that applies to you.
5. Section B- Functional Responsibility: Please choose “yes” or “no” for each functional responsibility that applies specifically to your VAPSHCS or UW activities.
	1. For example: if your VAPSHCS position has administrative duties in addition to the teaching, research and clinical duties you would choose “yes” for all duties under VAPSHCS, while the UW SPH position may only be for research grant activity in which case you would choose “no” for teaching, administration and clinical and “yes” for research. This is applicable to your employment activity and not site of where the activity takes place. Therefore some of the VAPSHCS teaching activity could take place on UW campus.
	2. Note: If you have any time allocated to new and competitive renewal proposal development effort at either or both institution(s), choose “yes” under Research for VAPSHCS, as VAPSHCS includes these activities as part of your VAPSHCS job duties.
6. Section C- Approximate Percent of Effort Available for Research (combination of VAPSHCS & UW time): This is to include actual and planned research time.
	1. For example: you may have 30% time on VAPSHCS funded research and in the process of submitting a R01 application with 20% time proposed, the selection would then be 40-60%; not 20-40%; this needs to include planned research time for new proposals.
7. Signatures: The Faculty member completing this form should sign the form and forward first for concurrence and signature of the Service Chief (to verify VA % effort), then VAPSHCS Facility Director, then UW SPH Chair and SPH Associate Dean.

**MEMORANDUM OF UNDERSTANDING**

JULY 1, \_\_\_\_ to JUNE 30,\_\_\_\_\_

For Sponsored Research Activities by the University of Washington School of Public Health Faculty for Veterans Affairs Puget Sound Health Care System

The University of Washington (UW) and Veterans Affairs Puget Sound Health Care System (VAPSHCS) agree that the following functional duties comprise 100% of the professional responsibilities at both institutions for the below named employee.

We certify that there is neither dual compensation from these two sources for the same work, nor is there any actual or apparent conflict of interest regarding such work.

|  |  |  |
| --- | --- | --- |
| **Last Name:**  | **First Name:**  | **Middle Initial:**  |
| **Degree(s):**  |
| **UW** |  | **VAPSHCS** |  |
| Department:  | VA Serv Line:  |
| Title:  | Title:  |

1. **VAPSHCS Appointment:**

|  |  |  |
| --- | --- | --- |
| [ ]  1/8 (5 hours) | [ ]  3/8 (15 hours) | [ ]  6/8 (30 hours) |
| [ ]  2/8 (10 hours) | [ ]  4/8 (20 hours) | [ ]  7/8 (35 hours) |
| [ ]  Other VA % | [ ]  5/8 (25 hours) | [ ]  8/8 (40 hours) |

How many hours is your work week based on?

|  |
| --- |
| [ ] 40 hours |
| [ ] 60 hours |

1. **Functional Responsibility: (check YES or NO)**

|  |  |  |
| --- | --- | --- |
|  | **UW** | **VAPSHCS** |
| Teaching: | [ ]  **Yes** | [ ]  **No** | [ ]  **Yes** | [ ]  **No** |
| Research: | [ ]  **Yes** | [ ]  **No** | [ ]  **Yes** | [ ]  **No** |
| Administration: | [ ]  **Yes** | [ ]  **No** | [ ]  **Yes** | [ ]  **No** |
| Clinical: | [ ]  **Yes** | [ ]  **No** | [ ]  **Yes** | [ ]  **No** |

**Note: Place \* if time allocated to new and competitive renewal proposal development effort at either or both institution(s).**

1. **Approximate Percent of Effort Available for Research (combination of VA & UW time):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Percentage Range:** | [ ]  0 – 20% | [ ]  21 – 40% | [ ]  41 – 60% | [ ]  61 – 80% | [ ]  81 – 100% |

1. **Signatures**

|  |  |  |
| --- | --- | --- |
| **Requested by:**Investigator |  | UW Department |
| **Concur:**VA Service Chief |  | VAPSHCS Facility Director |
| UW SPH, Department Chair |  | UW SPH Department |
| **Approval/Disapproval:**Hilary Godwin SPH Dean |  |  |