

**University of Washington
School of Public Health
Guidelines for Veterans Affairs Puget Sound Health Care System
Memorandum of Understanding**

Introduction:

UW School of Public Health (SPH) faculty members who are employees of the Veterans Affairs Puget Sound Health Care System (VAPSHCS) are allowed to submit grant applications through the University of Washington and be compensated through the University for the effort contributed to that grant.

Memorandum of Understanding Procedures:

Memorandum of Understanding

- In accordance with **NIH Grants Policy Statement –Part II, subpart B** (12/03)¹, a Memorandum of Understanding (MOU) is required for VA scientists who hold regular and research faculty titles at UW, who receive paychecks from both institutions and who have an NIH grant through UW (SPH). When a faculty member's salary from UW SPH is only for teaching or administration, an MOU is not required by NIH, but is suggested by the SPH.
- This process is **not** required for faculty who receive only one paycheck (UW or VA) or who hold clinical/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 or adjunct faculty).
- MOUs must be processed when there is a change in the division of effort during the calendar year between the UW and VA and annually in May for the ensuing fiscal year (FY), with the effective period 7/1 – 6/30. Departments should send out reminders to faculty members affected by this policy about 5/15 of each year to complete the MOU by 6/15.

Form Instructions

- Select the ensuing fiscal year from the drop down menu
- Fill out your complete Name and Degree
- Choose each applicable option within: Department, Service Line and Title(s).
- **Section A- VAPSHCS Appointment:** Please choose the specific VAPSHCS appointment that applies to you.
- **Section B- Functional Responsibility:** Please choose “yes” or “no” for each functional responsibility that applies specifically to your VAPSHCS or UW activities.
 - *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 under UW it may only be for research grant activity and then 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.
 - *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.
- **Section C- Approximate Percent of Effort Available for Research (combination of VAPSHCS & UW time):** This is to include actual and planned research time.
 - *For example:* you may have 30% time on VAPSHCS funded research and in the process of submitting a RO1 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.
- **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 Chair and SPH Associate Dean.

¹ In accordance with **NIH Grants Policy Statement –Part II, subpart B** (12/03)
Website: http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPs_Part13.htm

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SPH Procedures for Joint UW/VA faculty:

- 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 UW 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; UW sponsored research; UW teaching, administration and service commitments; and research awards administered by other institutions.
 - Faculty effort requested on grants and reported on FEC is the actual percent effort, e.g., for 10% UW effort, salary is 1.2 months.
 - The UW faculty appointment is usually the combined UW and VA effort (often 100%).
 - The maximum total effort between UW and VA is 100%.
 - Examples:

| Based on 40-hour work week | |
|-----------------------------------|-----------------------|
| VA effort | Maximum UW effort (%) |
| 1/8 | 87.5 |
| 2/8 | 75 |
| 3/8 | 62.5 |
| 4/8 | 50 |
| 5/8 | 37.5 |
| 6/8 | 25 |
| 7/8 | 12.5 |
| 8/8 | 0 |

| Based on 60-hour work week | | |
|-----------------------------------|--|-----------------------|
| VA effort | Converted to UW equivalency based on 60 hour work week | Maximum UW effort (%) |
| 1/8 | 8.3% | 91.7% |
| 2/8 | 16.7% | 83.3% |
| 3/8 | 25% | 75% |
| 4/8 | 33.3% | 66.7% |
| 5/8 | 41.7% | 58.3% |
| 6/8 | 50% | 50% |
| 7/8 | 58.3% | 41.7% |
| 8/8 | 66.7% | 33.3% |

- The base salary charged to grants is usually the UW salary for 100% FTE. (Salary may be coordinated between UW and VA at the time of initial joint appointment, but does not need to be identical over time.)
- The part of salary not paid by UW is designated PDR (paid directly by outside institution) in OPUS.
- The UW does not need to compensate a joint VA/UW faculty member for grant writing, as writing grants for either institution is covered under the faculty member's VA effort.
- UW and VA effort on research (whether supported by grants from any agency or from UW or VA institutional support) must appear on faculty member's Other Support page submitted for NIH grants.
- Joint UW/VA faculty members do not need to report their VA effort on the UW Annual Report of Outside Professional Work.



SCHOOL OF PUBLIC HEALTH

UNIVERSITY of WASHINGTON

MEMORANDUM OF UNDERSTANDING

July 1, _____ - 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
Department: _____

VAPSHCS
VA Serv Line: _____

Title: _____

Title: _____

A. VAPSHCS Appointment:

- 1/8 (05 hours) 3/8 (15 hours) 5/8 (25 hours) 7/8 (35 hours)
- 2/8 (10 hours) 4/8 (20 hours) 6/8 (30 hours) 8/8 (40 hours)
- Other VA _____ %

How many hours is your work week based on? _____

If other than 40, what is your converted VA effort percentage? _____ %

B. Functional Responsibility: (Yes or No)

| | VAPSHCS | UW |
|----------------|---------|-------|
| Teaching | _____ | _____ |
| Research | _____ | _____ |
| Administration | _____ | _____ |
| Clinical | _____ | _____ |

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

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

Percentage range: 0-20% 21-40% 41-60% 61-80% 81-100%

D. Signatures

Requested by:

Investigator

UW Department

Concur:

VA Service Chief

VAPSHCS Facility Director

Concur:

UW, Department Chair

UW Department

Approval/Disapproval:

Shirley A.A. Beresford
SPH Senior Associate Dean