

Boston University Medical Campus Office of Research Administration

Instructions for Completing Memorandum of Understanding Form for Joint VA-BUMC Appointments

All Boston University Medical Campus (BUMC) Investigators who also hold salaried VA appointments must complete a Memorandum of Understanding (MOU). The VA Associate Chief of Staff and the BUMC Office of Research Administration (ORA) are responsible for maintaining a copy of the current MOU. The MOU must be updated at least annually.

When to submit an MOU:

- 1. Current: with each new and non-competing grant application**
- 2. Revised: with each new grant award (this becomes the current MOU for the next grant application)**
- 3. Revised: when significant changes occur during the calendar year, i.e. changes in VA appointment terms or significant changes in hours of research commitments (this becomes the current MOU for the next grant application)**
- 4. Annual: in June of each year**

Title

- Indicate the Investigator's VA title and BUMC appointment rank

Effort Percentages

- Effort percentages must be based on a reasonable, justifiable work week, representing applicable appointments for the Investigator. A maximum 60-hour work week should be used as the basis for effort percentage.
- Total VA effort is based on a 40-hour work week; therefore, the percentage of total professional effort dedicated to VA activity can be obtained by multiplying the individual's VA appointment (in 8ths) by 40 hours, and then dividing by the individual's reasonable week estimate. For example, the VA component of total professional effort of an individual with a 5/8 VA appointment and a 60-hour work week would be $(5/8 * 40) / 60 = 41.7\%$.
- In order to delineate between Sponsored Research and other effort within the VA and BUMC categories, general estimates of effort, based on commitments, should be used. The following activities should be included and considered in determining these commitments:
 - VA Sponsored Research, administered by the VA (e.g. VA Merit Awards)
 - Research awards administered by other institutions
 - VA Clinical, Educational, and Administrative Activities
 - BUMC teaching, administration and service commitments
 - BUMC Sponsored Research
 - Note: If the individual has an NIH "K" award, the percent of total BUMC professional effort devoted to research and paid by BUMC must be at least 75%. The required 75% effort must be comprised solely of BUMC paid effort and may not include effort donated or paid by the VA.

Investigators who plan to apply for a “K” award should contact the Office of Research Administration, BUMC.

Approvals: 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
- Director, BUMC ORA
- Office of Research Administration at other institutions, if applicable (e.g. Boston Medical Center or Boston VA Research Institute)

Grant Applications/Awards

- Provide copy of current MOU with each new and non-competing grant application
- Submit revised MOU upon notification from sponsor that award is likely or upon request of just-in-time documentation (this becomes the current MOU for the next grant application)
- List Base Salary on application to reflect only salary to be paid by BUMC. Base Salary is determined by BUMC Department Chair
- For purposes of preparing Other Support information, list total professional effort that includes appointments at the VA, BUMC, and any other institution.
- 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, 857-364-5682)
- Jane F. Kinsel, PhD, MBA, Director, Office of Research Administration (jkinsel@bu.edu, 617-638-4600)

VA Policies and Procedures:

- Terence M. Keane, PhD, Associate Chief of Staff, VABHS (857-364-4551)

Example

Dr. X 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; and
- Faculty appointment at BUMC, spending approximately 20 hours a week on research. She is the Principal Investigator on two NIH awards made to BUMC, devoting 40% (8 hours) of her BUMC effort to Award A, and 60% (12 hours) of her BUMC effort to Award B. Her BUMC salary is \$180,000 per annum.
- 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.