

**Harvard Medical School
Financial Operations and Analysis
Sponsored Programs Administration**

Instructions for Completing Memorandum of Understanding Form for Joint VA-
HMS Appointments
September 21, 2006
Final

General:

- All Harvard Medical School Investigators who also hold salaried VA appointments must complete a Memorandum of Understanding when applying for external funding. The VA Associate Chief of Staff and the Harvard Medical School Sponsored Programs Administration are responsible for maintaining a copy of the current MOU. The MOU will be updated at least annually.
- A copy of the most recent MOU must be submitted to SPA at the time of proposal submission and with each non-competing renewal application. SPA will also request the most recent MOU at the time just-in-time material is requested for NIH applications.

Instructions for completing the MOU:

Effective Date

- A new MOU should be prepared at least once per fiscal year (HMS Fiscal Year ending June 30th)
- If significant changes occur during the calendar year (i.e. changes in VA appointment terms or significant changes in hours of research commitments), then a revised MOU should be prepared at that time

Title

- Indicate the Investigator's VA title and Harvard Medical School appointment title

Effort Percentages

- Effort percentages must be based on a reasonable, justifiable work week, representing applicable appointments for the Investigator. In most instances, 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, an individual with a 5/8 VA appointment and a 60 hour work week would have a total VA effort of $(5/8*40)/60$

- In order to delineate between Sponsored Research and other effort within the VA and HMS 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, awards administered by the VA (e.g. VA Merit Awards)
 - Research awards administered by other institutions.
 - VA Clinical, Educational, and Administrative Activities
 - Harvard Medical School teaching, administration and service commitments
 - Harvard Medical School Sponsored Research
 - Note: If the individual has an NIH “K” award, the percent of total HMS professional effort devoted to research and paid by HMS must be at least 75%. The required 75% effort must be comprised solely of HMS paid effort and may not include effort donated or paid by the VA. The investigator who plans to apply for a “K” award must contact, Sponsored Programs Administration, HMS.

Signature Approvals: The following signatures must be included on each MOU

- Faculty Member
- Department Chair, VA
- Associate Chief of Staff, Research and Development, VA
- Chief of Staff, VA
- Department Chair, HMS
- Sponsored Programs Administration, HMS
- Sponsored Programs Administration for other institutions (e.g. Boston University, Brigham and Women’s Hospital, if applicable)

Questions:

HMS Grants:

- Jill Mortali, Sponsored Programs Administration, 617-432-0050
- Sarah T. Axelrod, Financial Operations and Analysis, Cost Analysis, 617-432-3284

VA Policies and Procedures:

- Terence M. Keane, Ph.D., Associate Chief of Staff, VABHS

Grant Applications

- Provide copy of most recent MOU with each grant application
- Update MOU upon notification from sponsor that award is likely or upon request of just-in-time documentation
- Base Salary listed on application should reflect only salary to be paid by HMS. Base Salary is determined by Department Chair
- For purposes of preparing Other Support information, total professional effort includes appointments at the VA, HMS and any other institution. See the example below.

- Budget justification of the application should disclose the following:
 - Percent effort in relation to HMS base salary
 - Percent effort in relation to total salary from all sources
 - Hours and percent time of VA appointment
 - Hours and percent time of HMS appointment

Example

Dr. X has a full time appointment at the VA (40 hours). Her responsibilities for the VA are 25 hours a week to Clinical and 15 hours a week to research. She has a faculty appointment at the Medical School and devotes approximately 20 hours a week to research and administrative work. Based upon a 60 hour maximum for total professional effort, she works 33% of her time at the Medical School and 67% of her time at the VA. She is the Principal Investigator on two NIH awards made to the Medical School. Her total salary is \$180,000 and her current HMS salary is \$59,400. She devotes 40% of her HMS effort to Award A, 55 % of her HMS effort to Award B, and 5% of her HMS effort to administrative work.

How should her MOU be filled out? See attached.

How should this proposed apportionment effort be shown on her grant application? See attached.

Budget Justification for Award A:

Dr. X will be responsible for the overall project and will..... Dr. X's percentage of effort is calculated based upon her split appointment with the VA. Out of her total professional effort, .33 (20 hours) is funded by Harvard Medical School and .67 (40 hours) is funded by the VA. She will devote 40% (4.8 calendar) of her HMS appointment to this project which equates to 13% (1.56 calendar) of her total professional effort.

How should she show her effort on her other support page for Award A?
See attached.

How should she show her effort on her HMS effort certification?
See attached