

Guidance for OUHSC/VAMC Joint Appointment MOUs

Purpose:

To provide guidance for the completion of a Memorandum of Understanding for faculty who conduct sponsored research with **joint** University and Department of Veterans Affairs appointments.

This document applies to all individuals with paid appointments at the OUHSC who participate in sponsored research and hold a joint appointment with a Veterans Affairs Medical Center (VAMC).

Requirement:

A Memorandum of Understanding (MOU) is required to document the appointment title and total professional responsibilities of an investigator who holds paid appointments at both OUHSC and VAMC.

OUHSC's Office of Research Administration (ORA) requires, at the point of proposal approval routing, that the PI provide a current MOU for joint OUHSC/VAMC appointees.

The MOU must:

- Include disclosure of the breakdown of total professional effort between OUHSC and the VAMC appointment.
- Include the percentage of effort assigned specifically to research at both OUHSC and the VAMC.
- Include certification from appropriate parties at both OUHSC and the VAMC that there is no possibility for dual compensation for the same work; or of an actual or apparent conflict of interest.
- Be updated no less than annually.

[VA MOU Template](#)

Background for OUHSC/VAMC MOU Requirement

A completed MOU fulfills the requirements of the National Institutes of Health as stated in the Grants Policy Statement dated October/November 2015:

“Investigators with joint appointments at a VAMC (VA hospital) and an affiliated university must have a valid MOU that specifies (at both the university and the VAMC) the title of the investigator’s appointment, distribution of compensation, the responsibilities of the proposed investigator, and the percentage of effort available for research at each institution. The MOU must be signed by the appropriate officials of the recipient and the VAMC, and must be updated with each significant change of the investigator’s responsibilities or distribution of effort and, without a

significant change, not less than annually. The joint VA/university appointment of the investigator constitutes 100 percent of his or her total professional responsibilities. However, NIH will recognize such a joint appointment only when a university and an affiliated VA hospital are the parties involved.

A grant application from a university may request the university's share of an investigator's salary in proportion to the effort devoted to the research project. The institutional base salary as contained in the individual's university appointment determines the base for computing that request.

The signature of the Authorized Organization Representative of the submitting university on an application to NIH that includes such an arrangement certifies that:

- the individual whose salary is included in the application serves under a joint appointment documented in a formal MOU between the university and the VA, and*
- there is no possibility of dual compensation for the same work or of an actual or apparent conflict of interest.*