

Memorandum of Understanding (MOU) for Faculty with University and VA Appointments

General Notes:

- UMSOM and NIH driven. [17.3 VA-University Affiliations \(nih.gov\)](#)
- Agreed to by BVAMC.
- Protects University and UMSOM with respect to commitments to VA.
- Need to re-do every time there is a change in the number of VA 8ths and/or at the beginning of a new FY.
- Effort percentages not necessarily same as research effort reporting

Period Covered on VA MOU form:

Period Covered: **NEW:** VA MOUs **must** be completed at the beginning of every FY. (For example: “7/1/2023 – End of Current FY”)

How to complete the numbers section:

Baseline information:

- VA: 40-hour work week institution
- University considered a 60-hour work week institution.

1. Determine # of 8ths (X); plug in (many fields will auto populate once you put in # of 8ths.)
2. # hours at VA = $X/8 * 40$ hours
3. Total VA % effort = $(\# \text{ hours at VA} / 60 \text{ hours total effort}) * 100$
4. Total % University effort = $100 - \text{Total VA \% effort}$
5. Of total VA effort, figure how much effort is dedicated to research and how much is dedicated to clinical, teaching, and administrative activities; plug in numbers.
6. Of total University effort, figure how much effort is dedicated to research and how much is dedicated to clinical, teaching, and administrative activities; plug in numbers (see notes on attached page for guidance)
7. Total across for total % effort in research
8. Total across for total % effort in clinical, teaching, and administrative activities
9. All totals should equal sum of parts

VA MOU Reminders

- OAA must review the VA MOU in draft form before any signatures are obtained.

- New Appointments will not be approved until a VA MOU is in place. VA MOU end date needs to be the last day of the FY or sooner. If this is a late year change (May 1st or later) you may extend the end date to the end of the following FY.
- VA MOUs are required annually regardless of any changes.
- VA MOUs need to be redone (updated and processed) every time there is a change in the number of VA eighths.
- Whenever a faculty member obtains VA eighths, a FAIS, salary sheet AND a VA MOU (in draft form) must be completed and sent to Lisa Kummer, Faculty Operations Manager (OAA) via scan for processing. NO ePAFs or paper EAFs should be submitted until the approved VA MOU and FAIS have been returned approved to the APT Partner.
- VA Salary increases (excluding changes in 8ths) still need to follow the process of requesting the increase through SOM/OAA (Lisa Kummer or McKinley Keegan)

VA Conversion

# of Eighths	=	# of Hours	Divided by	=	VA FTE	-	100	=	Remaining FTE (UMB/PA/RPI)
1		5	60		8%		100		92%
2		10	60		17%		100		83%
3		15	60		25%		100		75%
4		20	60		33%		100		67%
5		25	60		42%		100		58%
6		30	60		50%		100		50%
7		35	60		58%		100		42%
8		40	60		67%		100		33%