

## VA Memorandum of Understanding Process

**Purpose:** To ensure compliance with the NIH requirement that investigators with joint appointments with the VA and an affiliated university have a Memorandum of Understanding (MOU) describing the responsibilities at both the university and the VAMC. This is required for VA appointments with and without compensation.

**Policy:** It is the policy of UCDHS to comply with all federal and VA requirements .

**Background:** The NIH recognizes that a full time VA appointee can submit grant applications through UCD, provided that:

- he or she has the necessary time to complete the work, and
- there is no possibility that the NIH funded research is also funded through the VA appointment.

The NIH expects that the assigned responsibilities must meet the test of reasonableness, and that the combined VAMC/UCD appointment should not exceed 60 hours per week. Since the VA defines their work week as 40 hours, a faculty member with a joint appointment can exceed 100% by the VA definition.

**Procedure:** The attached MOU form should be completed as listed below. The Chair of the department and the Chief of the VA Service must each certify that the assigned effort is accurate. The Associate Dean of Academic Affairs will subsequently certify the form, as the Dean's representative. This MOU must be updated as responsibilities change, but at least annually as part of the annual UC Davis salary negotiations.

1. **General Information:** Insert the faculty member's name, University title (Associate Professor, Assistant Professor etc.) and VA title ("Staff Physician") in the appropriate places on the form.
2. **Details of VA appointment:** Based on the VAMC appointment, enter the number of hours spent on VAMC responsibilities per week. The total hours of VA responsibility should be equivalent to the hours in the table below, based on appointment. For example, if a faculty member has a 5/8 appointment, the hours worked should be 25. If of that 5/8 appointment, the faculty member has clinical responsibilities that total 10 hours, then the % of VAMC appointment that is attributable to clinical effort equals 40% (10hrs/25hrs). The total of all VAMC responsibilities must total 100% (effort).

VA Appointment (eighths)	Number of VA Hours Per Week	Maximum UC Appointment Allowed
1/8	5	100%
2/8	10	100%
3/8	15	100%
4/8	20	100%
5/8	25	85%
6/8	30	75%
7/8	35	62%
8/8	40	50%

3. **Details of the UC Davis Appointment:** Calculate the % of UCD appointment by mission (research, teaching, clinical, administrative). For research, use the total effort on all research grants, private, public or governmental, including funded and non-funded effort. Ensure that the effort for clinical, teaching and administrative is reasonable in light of the total responsibilities of the faculty member. Include the proposal effort in the other category. The total for UCD Appointment must be 100% (effort).
  
4. **The % of Total Professional Responsibilities** is calculated across both the UCD appointment and the VAMC appointment. Calculate the % of Clinical VA appointment as the ratio of the total hours of clinical VA time divided by the Total Hours (VAMC + UCD Hours Totals). For instance, if a person with a 4/8 appointment, who spends an additional 40 hours at UCD, spends 5 hours/week on VA clinical responsibilities, then the % of Total Professional Responsibilities for VA Clinical would be 8% (5 hrs/60 hrs total). Calculate each assigned responsibility accordingly. The total Professional Effort must equal 100%.