

**School of Medicine  
Research Policy**

**TITLE: Guidelines Pertaining to Faculty with VA Appointments and Externally Funded Research**

**Issued: September 9, 2010**

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**Summary:**

VA-University Affiliations

[http://grants.nih.gov/grants/policy/nihgps\\_2003/NIHGPS\\_Part13.htm](http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part13.htm)

NIH Grants Policy Statement (12/03)

Part II: Terms and Conditions of NIH Grant Awards, Subpart B: Terms and Conditions for Specific Types of Grants, Grantees, and Activities -- File 5 of 5

Investigators with joint appointments at a VAMC (VA hospital) and an affiliated university must have an MOU that specifies the title of the investigator's appointment, the responsibilities (at both the university and the VAMC) of the proposed investigator, and the percentage of effort available for research. The MOU must be signed by the appropriate officials of the grantee 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 AOO 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.

Under the above-described arrangement, there is no involvement of a VA-affiliated non-profit research corporation, which is eligible to apply for and receive NIH grants in its own right as a non-profit organization. The limitations on the payment of Federal salaries apply (see "Allowable and Unallowable Costs" in this section).

**Process:**

In accordance with NIH policy, individuals who have joint University and Department of Veterans Affairs (VA) appointments are required to disclose the nature and extent of their joint appointment when being included as personnel on an application submitted by the University to the National Institutes of Health. Disclosure should also be included in applications/proposals with all federal agencies.

**Procedure:**

As specified in the instructions to the PHS 398, individuals with joint appointments, should do the following:

- **Type of Appointment/Months**  
List the number of months per year reflected in the University appointment. (In most cases, this should be 12 months per year - as compared to an academic year and summer basis). Identify the existence of a joint appointment with an asterisk (\*) next to the value you place in the Type of Appointment/Months section. At the end of the personnel section make a note that the asterisk (\*) indicates a Joint University/VA appointment.
- **Percent of Effort on Project**  
List the percentage of the University appointment that is to be devoted to this project. For those cases in which a portion of the VA appointment will also be devoted to the project, complete the type of appointment and the percent of VA effort on a separate line. Do NOT include any salary compensation for the portion of the VA appointment that will be devoted to the project. An asterisk (\*) should also be included next to the zero dollar value, to clarify that the non-salary is related to the VA appointment.
- **Institutional Base Salary**  
The individual's salary with the University determines the base salary for computing the NIH salary and fringe benefit request. Individuals may request the University's share of their salary in proportion to the University effort devoted to the research project.
- **The Budget Justification**  
All individuals on a proposal who have a joint University/VA appointment must disclose the joint appointment on the budget

**UNIVERSITY/VA JOINT APPOINTMENT  
MEMORANDUM OF UNDERSTANDING**

This form describes the total professional responsibilities mutually arranged by Wayne State University and the John Dingell VA Medical Center. The combination of teaching, research, consulting, administration and clinical activities as of 00/00/00 at both the University and the VA Medical Center comprise 100 percent of the total professional responsibilities as follows:

NAME OF INVESTIGATOR: \_\_\_\_\_

Date: \_\_\_\_\_

**UNIVERSITY**

<u>Title of Appointment</u>	<u>Type of Responsibility</u>	<u>Portion of Each Type to Total Set of Responsibility</u>	
		Hrs.	% of total
	Research (award# _____) (award# _____)		%
	Teaching		%
	Administration		%
	Clinical		%
	<b><u>Total Univ. Responsibilities</u></b>	_____	<b>%</b>

**VA MEDICAL CENTER**

<u>Title of Appointment</u>	<u>Type of Responsibility</u>	<u>Portion of Each Type to Total Set of Responsibility</u>	
		Hrs.	% of total
	Research (award# _____)		%
	Teaching		%
	Administration		%
	Clinical		%
	<b><u>Total VA Responsibilities</u></b>	_____	<b>%</b>
	<b><u>Total Combined Responsibilities</u></b>	_____	<b>%</b>

\_\_\_\_\_  
Investigator's Signature                      Date

\_\_\_\_\_  
Univ. Department Chair Signature                      Date

\_\_\_\_\_  
VA Service Chief Signature                      Date

\_\_\_\_\_  
Univ. Institutional Signature                      Date

\_\_\_\_\_  
VA Institutional Signature                      Date

It is further confirmed that Dr. \_\_\_\_\_ receives partial salaries from both the Veterans' Administration and Wayne State University, that there is no dual compensation from these two sources for the same work, nor is there an actual or apparent conflict of interest regarding such work. Further, overall professional responsibilities meet the test of reasonableness.