

## **Instructions for Completing Memorandum of Understanding Form for Joint Brown-VA Division of Biology and Medicine Appointments**

All Brown University Campus Investigators who also hold salaried VA appointments must complete a Memorandum of Understanding (MOU). The VAMC Director and the Director, Bio Med Research Administration are responsible for maintaining a copy of the current MOU. The MOU must be updated at least annually.

### **When to submit or update:**

▪ **Submit** a copy of your current MOU with each new and non-competing grant application. ▪ **Update** your MOU with each new grant award and/or when significant changes in effort occur during the calendar year (i.e. changes in VA/Brown appointment terms or significant changes in hours of research commitments, teaching, etc.).

### **How to complete the form:**

▪ **Title:** Provide the Investigator's Brown University appointment (faculty rank) and VA title ▪

### **Effort Percentages:**

- Must be based on a reasonable, justifiable work week, considering the dual appointments of the Investigator. A maximum 60- hour work week is generally used as an overall reasonable weekly effort.
- Total professional effort dedicated to Brown University activity can be obtained by dividing the reasonable work week activity by total hours.
- Total VA effort is based on a 40-hour work week. Total professional effort dedicated to VA activity can be obtained by multiplying the Investigator's VA appointment (in 8ths) by 40 hours, then dividing by the individual's reasonable week estimate. For example, the VA component of total professional effort of an Investigator with a 5/8 VA appointment and a 60-hour work week would be  $(5/8 * 40) / 60 = 42\%$ .
- To delineate between sponsored research and other effort within Brown and the VA categories, use general estimates based on duties and commitments. Consider the time devoted to each of the following activities and include them if applicable:
  - Brown sponsored research
  - Brown teaching, administration and service commitments
  - VA sponsored research (for example, a VA Merit Award)
  - VA clinical, educational, and administrative activities, and
  - Research awards administered by other institutions (for example Lifespan)
- K awards: the percent of total Brown professional effort devoted to K award research must be at least 75% and paid by Brown. The required 75% effort must be comprised solely of Brown University effort and may not include effort donated or paid by the VA. Investigators who plan to apply for a K award should contact BMRA OSP.
- **Obtain the following signatures on two (2) original MOU:**
  - Faculty Member, Chair, VAMC Director, Executive Dean for Administration, Biology and Medicine, Director, Preaward Services, Office of Sponsored Programs, Brown University, & OSP-equivalent at other institutions, if applicable (e.g. Lifespan)

### **Questions:**

Christine Conway, Director, Pre-Award Services, Brown University ([Christine\\_Conway@brown.edu](mailto:Christine_Conway@brown.edu))  
401-863-1627

### **Example and Attached Worksheet:**

An Investigator has the following appointments:

- Faculty appointment at Brown, approximately 20% research as the Principal Investigator on two NIH awards made to Brown, 10 hours/week teaching and 5 hours/week administration.

- 5/8<sup>ths</sup> Part time appointment at the VA (25 hours), which includes 10 hours a week for clinical activities and 15 hours a week for research;
- Based upon a 60 hour maximum for total professional effort, she works @ 58% time at Brown and 42% of her time at the VA.