

**FINANCIAL MEMORANDUM**

Memorandum No. <p style="text-align: center;">175</p>	<b>ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI</b>	Page <p style="text-align: center;"><b>1 of 2</b></p>
Approved by <p style="text-align: center;">Matt Rosamond</p>		Date Issued/Amended 12/20/2024
		<u>Replaces</u> 04/19/2004

**SUBJECT: MEMORANDUM OF UNDERSTANDING -  
JOINT APPOINTMENTS**

**I. Purpose**

The purpose of this memo is to set forth the guidelines for the Memorandum of Understanding when a faculty of Icahn School of Medicine at Mount Sinai (ISMMS) has Joint Appointments with one of the Medical School's affiliates that also compensates the faculty, e.g., Bronx VA.

**II. Statement of Policy & Procedure**

Icahn School of Medicine at Mount Sinai requires that faculty who have Joint Appointments complete and sign the Memorandum of Understanding (MOU), annually, documenting the effort assigned to each activity (Clinical, Education/Supervision, Research, and Administration) at Icahn School of Medicine at Mount Sinai and the affiliate. (See Exhibit A.)

No faculty with a Joint Appointment at an affiliated Veterans Administration Medical Center (VAMC) shall exceed the combined appointment in excess of 1.625 FTE. This means that if the faculty member works 8/8s or full time at the VAMC, the ISMMS appointment may not exceed 0.625 FTE. Within each respective appointment, the Faculty allocates 100% of his/her time at each organization. The MOUs are signed/ approved by the appropriate officials at the affiliate, the Principal Investigator/ Faculty, and the ISMMS Department Chair.

It is the Department's responsibility to distribute MOU's to those faculty who have salary support from a federal grant and to retain the properly approved MOU in accordance with the statute of limitation audit requirements. Sponsored Projects Accounting will issue a reminder of this requirement to Department Administrators on a calendar year basis.

MEMORANDUM OF UNDERSTANDING

Year: \_\_\_\_\_

Subject: Joint Appointment, Icahn School of Medicine at Mount Sinai (ISMMS) and James J. Peters VA Medical Center (JJPVAMC)

The following schedule represents the distribution of total professional responsibility for [NAME OF INVESTIGATOR] (Investigator) between ISMMS and JJPVAMC.

<b>A. ISMMS University Appointment</b>			
Title:			
ISMMS Life #:			
<b>ISMMS FTE / Weekly Hours</b>			
<b>Responsibilities</b>	<b>ISMMS Appointment - %</b>	<b>% Distribution of Total Professional Responsibilities</b>	
Clinical		0%	
Education/Supervision		0%	
Research		0%	
Administration		0%	
<b>Total</b>	<b>0%</b>	<b>0%</b>	
<b>B. JJPVAMC Appointment</b>			
Title:			
<b>JJPVAMC # of 8ths / Weekly Hours</b>			<b>0</b>
<b>Responsibilities</b>	<b>VAMC Appointment Hrs Per Week</b>	<b>% Distribution of Total Professional Responsibilities</b>	
Clinical		0%	
Education/Supervision		0%	
Research		0%	
Administration		0%	
<b>Total</b>	<b>0</b>	<b>0%</b>	
<b>Grand Total:</b>			<b>0%</b>

This is to certify that the above named Investigator receives salary from both ISMMS and JJPVAMC, and 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.

\_\_\_\_\_  
Mary Sano, PhD  
Associate Chief of Staff for Research, JJPVAMC

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[NAME OF INVESTIGATOR]  
[TITLE]  
Investigator, ISMMS

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Meenakshi Zaidi, MD, FACP  
Chief of Staff, JJPVAMC

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[NAME OF CHAIR]  
[TITLE]  
Dept of [DEPARTMENT NAME], ISMMS

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Balavenkatesh Kannam MD, PhD  
Medical Center Director, JJPVAMC