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GCO Procedure for Oversight of VA MOUs

These procedures supplement the [Financial Memorandum No. 175, “Memorandum of Understanding – Joint Appointments”](#), included herein as Appendix A, and are established to provide central oversight and tracking of Memorandum of Understanding (MOU) for Icahn School of Medicine at Mount Sinai (ISMMS) faculty with dual Veteran Administration (VA) appointments. These procedures will initially be implemented in calendar year 2021, and made effective in calendar year 2022.

For Federal sponsored projects, ISMMS faculty members with dual VA appointments must maintain a valid MOU identifying their relationship between both parties at least on an annual basis, or any time there is any significant change to the faculty member’s distribution within that annual period. Please refer to [NIH Grants Policy Statement Part II Subpart B Section 17.3](#) for further details.

ISMMS requires the Department Administrator to distribute MOUs to those faculty who have salary support from a federal grant and to retain the properly approved/signed MOU in departmental files. The Grants and Contracts Office (GCO) will maintain a central repository for MOUs in the grants tracking database, InfoEd, and will require each Department Administrator to provide to GCO a copy of the fully signed annual MOU.

Process:

In December, GCO office staff will send a reminder email about this procedure and request each department administrator provide a list of current faculty with dual VA appointments. GCO will maintain a central list of such faculty in internal shared drive, and create a Proposal Tracking (PT) record in InfoEd.

At the beginning of each calendar year, GCO office staff will send a request to each department administrator to provide copies of that year’s annual MOU for all such faculty. MOUs will be due to the GCO office no later than March 31st of the calendar year.

Reminder notices will be sent monthly to Department Administrators and faculty through March 1. Delinquent notices will be sent to Department Administrators, Charis and faculty for all outstanding MOUs starting April 1.

The GCO may not submit any Federal grant applications for those faculty with outstanding MOUs after the deadline. As a reminder, Joint ISMMS/VA appointments must be disclosed in the application budget justification, Biographical Sketch and Other Support documents. The GCO grants specialist shall verify the status of MOU compliance as part of grant application review.

GCO Staff Contacts for VA MOU Oversight:

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Related Policy and Guidance Information:

- [Budgeting for an ISMMS Faculty Member with a VA Appointment](#)
- [Financial Memorandum 174, Time and Effort Reporting Policies and Procedures](#)
- [Financial Memorandum 185, Faculty Effort on Sponsored Projects](#)