

## Guidelines for VA Memorandum of Understanding (MOU) and VA Intergovernmental Personnel Agreement (IPA)

### Contacts:

VA contact for research projects administered through the VA

- Administrative Officer/Research, currently Holly Henry  
[Holly.Henry@va.gov](mailto:Holly.Henry@va.gov) (216) 791-3800 x4657
- Budget Analyst, VA Research, currently Stephen Kesterson  
[Stephen.kesterson@va.gov](mailto:Stephen.kesterson@va.gov) (216) 791-3800 x4655

VA contact for research projects administered by the VA Research and Education Foundation (CVAMREF)

- Executive Director, CVAMREF, currently Jeffery Moore  
[Jeffrey.Moore5@va.gov](mailto:Jeffrey.Moore5@va.gov)

CWRU Central Research Administration:

- AVP for Sponsored Projects, currently Diane Domanovics  
[dld4@case.edu](mailto:dld4@case.edu) (216) 368-5930

CWRU SOM Research Administration/Grants and Contracts

- Compliance Specialist, currently Matthew DeVries  
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**Rationale:** These forms are to be completed when VA or CWRU employees work on projects/assignments at the other institution. The forms are used to verify that the employee effort allocations are appropriate and do not exceed 100% and that the employee is not being dually compensated.

There are three forms:

1. Form 1
  - VA IPA Form (Official Government form)
    - i. Utilized when a CWRU employee has been assigned to a VA assignment and the VA will reimburse CWRU
2. [Form 2](#)
  - CWRU/LSCDVAMC/CVAMREF: Joint Appointment & Memorandum of Understanding
    - i. Utilized when a VA employee will be working on a NIH grant at CWRU, assignment is up to 12 months and VA will be invoicing CWRU for salary of VA employee.
3. [Form 3](#)
  - Case Western Reserve University/Louis Stokes Cleveland: Research Foundation Memorandum of Understanding
    - i. Utilized when a CWRU employee will be working on a project administered by the CVAMREF and CWRU will be invoicing CVAMREF.
    - ii. Utilized when a CVAMREF employee will be working on a CWRU project and CVAMREF will be invoicing CWRU.
    - iii. Assignments up to 12 months

## 1. **IPA Form 1 (Official form required by US Government)**

This form is utilized when a **CWRU employee** has been **assigned to a VA assignment and VA will reimburse CWRU** for the employee's effort on the project.

Process for completion:

- a. The IPA form is to be completed by VA Principal Investigator with input from administrator or manager of CWRU employee's department/unit. The form is to be sent to the VA budget analyst (currently [Stephen.Kesterson@va.gov](mailto:Stephen.Kesterson@va.gov)) for review before routing through CWRU for signatures. The VA Budget Analyst will initial form and/or return with comments/suggested changes.
- b. The form will then be sent to the CWRU employee for signature.
- c. The CWRU employee will sign the form and return it to his/her administrator.
- d. The department administrator will complete a funding proposal (FP) in SPARTA. The IPA will be uploaded to the FP. The budget will match the information on the IPA.
- e. The PI of the FP will be the person assigned to the VA's supervisor for non-faculty assignment and will be the faculty member if he/she is assigned to the VA.
- f. Office of Grants and Contracts for the School of Medicine or OSPA for all other schools and colleges will sign the form.
- g. The appropriate pre-award office will route the IPA to the VA for signature.
- h. The Administrative Officer/Research or the Budget Analyst (currently Holly Henry/Stephen Kesterson) will work with VA HR office to get VA Institutional Official signature and will return the IPA back to the appropriate pre-award office
- i. The fully executed IPA will be uploaded to the FP by the appropriate pre-award office and the speedtype will be created.
- j. OSPA will invoice the VA.

Required signatures:

1. CWRU employee assigned to the VA.
2. CWRU Institutional Official
  - a. For all schools excluding SOM – Office of Sponsored Projects Administration
  - b. For SOM: Office of Grants and Contracts
3. VA Institutional Official

Guidelines for use of IPA

- CWRU employee must be a US Citizen or hold a green card.
- An IPA may be set up for up to two years and may be renewed for two more years. Then a one year break is required before a new agreement can be set up.
- IPA must be set up in advance and generally takes four weeks to process through VA once CWRU staff submit the signed form.

## 2. Form 2-VA MOU Form for VA Staff Named on CWRU Sponsored Projects

This form is used when a VA staff member is assigned to a CWRU sponsored project and CWRU will reimburse VA for the employee effort on the project.

### **Process for completion when VA staff are on CWRU research project.**

- a. Form is initiated by the PI of the CWRU administered grant.
- b. PI indicates portion of effort of VA staff member on CWRU grant. PI must include grant speedtype number on the MOU.
- c. VA administration completes/indicates effort on VA based projects.
- d. PI signs the form.
- e. VA staff member named on form signs the form.
- f. Other VA personnel sign the form. (Generally, VA PI and VA ACOS/R)
- g. The form is returned to the administrator/manager of the department/unit managing the CWRU grant.
- h. The administrator/manager sends the VA MOU as an attachment in an email to som-resadmin@case.edu (SOM projects) and resadm@case.edu (all other projects). The administrator will include a message verifying that there are funds available on the named grant to pay for the VA staff member's support. This message will be copied to the PI.
- k. Office of Grants and Contracts for the School of Medicine or OSPA for all other schools and colleges will sign the form.
- i. The appropriate pre-award office will upload the signed form to the FP for the project in order to maintain a record of the MOU and will return the signed form to the VA Budget Analyst (currently Stephen Kesterson) at the VA.
- j. VA will send invoices to DA of the project who will process for payment.

### **Required signatures when the MOU is for a VA employee:**

1. At the VA
  - a. VA Employee
  - b. VA Institutional Official: Associate Chief of Staff for Research (ACOS/R) for VA research staff only
  - c. VA Principal Investigator of VA staff member
2. At CWRU
  - a. CWRU Department Chair
  - b. PI of CWRU Grant
  - c. Research Administration Office
    - i. All schools excluding SOM: Office of Sponsored Projects Administration
    - ii. For SOM: Office of Grants and Contracts

3. **VA MOU Form for Cleveland VA Medical Research and Education Foundation (CVAMREF)**
  - A. Utilized when a CWRU employee will be working on a project administered by the CVAMREF and CWRU will be to be invoicing CVAMREF.
  - B. Utilized when a CVAMREF employee will be working on CWRU project and CVAMREF will be to be invoicing CWRU.

Both types of MOU will utilize Form 3.

**A. Process for completion when CWRU staff is on CVAMREF project research project.**

1. Form is initiated by the PI of the CVAMREF administered grant.
2. PI indicates portion of effort of CWRU staff member on VA grant.
3. Cleveland VA Medical Research and Education Foundation Director completes/indicates effort on VA based projects.
4. Other VA personnel sign the form, if VA funded project is listed in addition to CVAMREF administered project.
5. PI signs the form.
6. CWRU staff member named on form signs the form.
7. The form is returned to the administrator/manager of the department/unit employing the CWRU employee.
8. The department administrator will complete a funding proposal (FP) in SPARTA. The budget will match the staff person's salary. The budget will match the information on the MOU.
9. The PI of the FP will be the person assigned to the VA's supervisor for non-faculty assignment and will be the faculty member if he/she is assigned to the VA.
10. The administrator/manager completes an FP and attaches the MOU for the CVAMREF.
11. The PI of the FP will be the person assigned to the CVAMREF supervisor for non-faculty assignment and will be the faculty member if he/she is assigned to the VA.
12. The fully executed form will be attached to FP and sent to Executive Director of the CVAMREF (currently Jeffrey.Moore5@va.gov) at the VA.
13. Office of Grants and Contracts for the School of Medicine or OSPA for all other schools and colleges will sign the form.
14. The appropriate pre-award office will route the MOU to the VA for signature.
15. Executive Director of the CVAMREF (currently Jeffrey.Moore5@va.gov) will work with VA HR office to get VA Institutional Official signature and will return the MOU back to the appropriate pre-award office
16. The fully executed MOU (and IPA) will be uploaded to the FP by the appropriate pre- award office and the speedtype will be created.
17. OSPA will invoice the VA.

**Required signatures when the MOU is between CWRU and the CVAMREF for a CWRU employee on a CVAMREF project:**

1. At Cleveland VA Medical Research and Education Foundation:
  - a. Director of Cleveland VA Medical Research and Education Foundation
  - b. VA PI of Project
2. At CWRU
  - a. CWRU employee
  - b. Department Chair
  - c. Research Administration Office

- i. All schools excluding SOM: Office of Sponsored Projects Administration
- ii. For SOM: Office of Grants and Contracts

**B. Process for completion when CVAMREF staff are on CWRU research project.**

1. Form is initiated by the PI of the CWRU administered grant.
2. PI indicates portion of effort of VA staff member on CWRU grant. PI must include grant speedtype number on the MOU.
3. VA administration completes/indicates effort on VA based projects.
4. PI signs the form.
5. VA staff member named on form signs the form.
6. Other VA personnel sign the form. (Generally, VA PI and VA ACOS/R)
7. The form is returned to the administrator/manager of the department/unit managing the CWRU grant.
8. The administrator/manager sends the VA MOU as an attachment in an email to som-resadmin@case.edu (SOM projects) and resadm@case.edu (all other projects) The administrator will include a message verifying that there are funds available on the named grant to pay for the VA staff member's support. The PI will be copied on this message.
9. Office of Grants and Contracts for the School of Medicine or OSPA for all other schools and colleges will sign the form.
10. The appropriate pre-award office will upload the signed form to the FP for the project in order to maintain a record of the MOU and will return the signed form to Executive Director of the CVAMREF (currently Jeffrey.Moore5@va.gov).
11. CVAMREF will send invoices to DA of the project who will process for payment.

**Required signatures when the MOU is for a CVAMREF employee:**

1. At the VA
  - a. CVAMREF Employee
  - b. VA Institutional Official: Associate Chief of Staff for Research (ACOS/R) for VA research staff only.
2. At CWRU
  - a. Department Chair
  - b. PI of CWRU Grant
  - c. Research Administration Office
    - i. All schools excluding SOM: Office of Sponsored Projects Administration
    - ii. For SOM: Office of Grants and Contracts