

Instructions for Completing

Title: Indicate the investigator's VA title ("Staff physician" for most and UMB SOM faculty title (e.g. Associate Professor, etc.) where requested.

Effort Percentages:

Effort percentages should be based on a reasonable, justifiable work week, representing the professional responsibilities of the applicable appointments for the faculty. In most cases a 60 hour work week should be used.

Total VA effort is based on a 40 hour work week; therefore, the percentage of total professional effort dedicated to VA activity can be obtained by multiplying the individual's VA appointment (in 8ths) by 40 hours, and then dividing by the individual's reasonable work week estimate. For example, an individual with a 5/8 VA appointment and a 60 hour work week would have a total VA effort of 42% [$(5/8 * 40) / 60$].

Total University/Practice Plan effort should equal 100% minus the total VA effort.

In order to delineate between "Sponsored Research" and other effort within the VA and University/Practice Plan categories, general estimates of effort, based on commitments, should be used. The following sources of information may be helpful in determining these commitments:

VA Sponsored research – award documentation for research projects administered by the VA (e.g. VA merit awards)

VA Clinical activities – VA employment agreement

University Sponsored Research – the individual's inventory of commitments on active sponsored projects, including clinical trials. Since the basis for effort in the VA MOU differs from the basis for effort commitments made in the University proposals and awards (total professional effort stated here vs. institutional (SOM appointment only) effort), a conversion must be performed to express commitments on active University sponsored projects in total professional effort terms.

University teaching, administration and service – estimated percentage of teaching and other university service

SOM Clinical Activities – inpatient and clinic schedules

Department chairs, deans, VA personnel, or others may request details on how the percentages were determined, e.g., the number of hours used as the basis for the total work week. Please retain documentation that supports the MOU.

Memorandum of Understanding for Faculty with University and V.A. Appointments

Period Covered: _____

Faculty Name: _____

Department: _____

Division: _____

This form describes the total professional responsibilities mutually arranged by the University of Maryland, Baltimore and the Baltimore V.A. Medical Center.

Professional effort is defined as the combination of teaching, research, administration, public service activities at the University Practice Plan (if applicable) and the V.A. Medical Center.

	V.A.	University/Practice Plan
TITLE:		

			Totals
Research	%	%	%
Clinical, Teaching, Administrative Activities	%	%	%
TOTAL	%	%	%
Appointment	8ths		
# Hours	hrs		

If the individual has an NIH "K" award, please indicate here _____. The k-award is from _____.

If the individual has other professional appointments, please indicate here _____.

I certify that this individual has joint appointments at UMB-SOM and the VA Medical Center and receives salary from each entity. I also certify that there is no possibility of duplicate compensation for the same work, nor is there an actual or apparent conflict of interest.

Signatures:

Faculty date VA COS date

Dept. Chair date UMSOM Dean (or Designee) date