

Individual SU-VA MOU Process

This process is triggered for SU/VA faculty when the following activities occur:

- At JIT (for NIH awards)
- At award time for other sponsors
- When 8ths change
- Anytime PI indicates change in effort between institutions

1. Dept requests MOU from PAVIR:
 - a. Send an email to the appropriate post-award contact as listed at PostAward@pavir.org.
 - b. Include a copy of the PIs current Other Support at Stanford (be sure to include the committed level of effort to the sponsor and any reductions that have already been applied that are w/in 25% of the initial committed level)
2. PAVIR enters/updates the OS provided by the department into their system. PAVIR liaises with the VA to confirm any intramural VA funding (aka VA Merit or Query Awards). PAVIR includes the PI % effort committed to clinical activities and administrative duties at the VA based on the Master MOU between SU and VAPAHCS.
3. If the combination of the PI's effort from SU, VAPAHCS and PAVIR, exceeds 100% or more than the % apportioned for the PIs SU or VA appointment, then PAVIR contacts the SU department contact to develop a plan to resolve any questions about effort commitments and cc's RPM.
4. Once all data is entered into the PAVIR system, PAVIR sends a copy of the system generated MOU to the department and PI for review.

When all parties are in agreement, PAVIR will produce a formal MOU report. The individual MOU report will be dated and should then be countersigned by both PAVIR and Departmental staff (DFA, aDFA, or DivMgr level).

This process should be repeated whenever a "trigger" activity occurs (see above).

For JIT, Department sends MOU to RMG RPM for review.

5. A shared Box folder will be established by RMG for each department to house the individual MOUs. PAVIR will upload the final countersigned copy of each MOU into the appropriate Box Folder. Co-Owner access will be given to PAVIR Director of Sponsored Research, each SoM DFA, and RMG. Each group will be responsible for provide access to their shared box to others in their group.

Examples for when a “change in effort” requires an updated MOU

Example 1

MOU currently shows:	NIH Stanford Managed Grant – 10% SU Effort
PI is changing to:	NIH Stanford Managed Grant – 5% SU Effort; 5% VA Effort (still 10% overall FTE)

Requires an updated MOU, but not sponsor approval.

Example 2

MOU currently shows:	NIH Stanford Managed Grant (e.g. R01)– 10% SU Effort
PI is changing to:	PI is changing to: NIH Stanford Managed Grant – 8% SU Effort

Reduction in effort that does not require sponsor approval, does not require a revised MOU.

Example 3

MOU currently shows:	NIH Stanford Managed Grant – 10% SU Effort
PI is changing to:	PI is changing to: NIH Stanford Managed Grant – 5% SU Effort

Requires both sponsor approval first and an updated MOU.