

MEMORANDUM

To: All HSC Faculty & Staff Members

From: Richard S. Larson, MD, PhD
Vice President for Research, HSC

Date: May 3, 2010

Re: **Grant Proposals/Awards for HSC Faculty with Joint VA Appointments**

This is a reminder that grant proposals must be submitted through the organization which will host the laboratory where at least 51% of the grant work will be performed, per VA and HSC policy.

Grant submittal and administration follows where the science is performed. If performed at a VA Lab, the grant is to be submitted and awarded through the VA / BRINM. If the grant's performance is at HSC, it must be submitted and awarded through HSC PreAward.

In addition, I am reminding all Joint Appointees that when NIH is the underlying sponsor of an award, you must submit a VA MOU with each proposal, ideally before the proposal is mailed or transmitted to the sponsor.

Grant submittal exceptions are on a case by case basis. Principal Investigators who need alternate arrangements to this policy are to contact me for advanced approval.