1. You can start the MOU submission process by clicking on the following link: [https://bpm.emory.edu/ProcessPortal/login.jsp](https://bpm.emory.edu/ProcessPortal/login.jsp). If you are outside of the Emory University or VAMC network (e.g. home), you will have to connect to the Emory University VPN [https://vpn.emory.edu](https://vpn.emory.edu) prior to logging into the system.

2. Log into the VA MOU application portal using your university NetId and password.

   ![Login](image)

3. From the “My Work” page, click the “Start VA MOU” link in the right navigation pane.

   ![Start VA MOU](image)

4. Select “No” for RAS Unit member then press continue (you may have to scroll down on the screen)

   ![RAS Information](image)
5. Please complete all of the required fields in the “Faculty Information” section. Required fields are
designated with a red asterisk “*”. You can add an alternate email address to receive communications
regarding the status of your MOU submission. You can do so by updating the “Preferred Email Address”
field. Otherwise, all communications about your MOU submission will be sent to your Emory University
email address.

<table>
<thead>
<tr>
<th>Faculty Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Greco</td>
</tr>
<tr>
<td>Emory Email Address</td>
</tr>
<tr>
<td><a href="mailto:greco.m.johnson@emory.edu">greco.m.johnson@emory.edu</a></td>
</tr>
<tr>
<td>Preferred Email Address</td>
</tr>
</tbody>
</table>

6. To start the MOU data entry process, please select the type MOU. Your choices are “Annual”, “Revised”,
or “New Revised” MOU forms are available for submission. (A faculty member is not allowed to have
more than one “New Revised” MOU during an annual cycle.)

From this box select NEW PROFILE MOU

| * MOU Type: |
| Annual MOU |

7. The VA MOU application provides the capability to assign a proxy to assist you with completing the MOU
form. If you would like to assign a proxy please continue reading this section. If you do not want to assign
a proxy go to step 7.

To assign a proxy, click the “Yes” button under the assign proxy question. Next add your proxy’s netid
into the corresponding field and click the “Retrieve” button to look up the proxy information.
Once you have confirmed that the proxy information is correct, scroll down to the bottom of the page and click the “Send to Proxy” button. This will forward your MOU form request to the person assigned as your proxy.

**Send to Proxy**

*Each proxy must then complete the MOU form and submit back to you for review and submission.* For additional information on proxy VA MOU application task, please see the VA MOU Proxy User Guide.

8. Your next step is to complete the “Hours and Effort” section on the MOU form. This section captures data related to your teaching, clinical, administration and project hours spent at both Veterans Affairs Medical Center and Emory University. As information only, the greyed shaded area shows your last approved effort on a MOU. You must type in ALL hours into the “Current Effort” section. Even if there is no change from your last MOU, the hours do not automatically transfer to the Current Effort columns.

After completing the teaching, clinical, and administration hours sections, add project data where applicable in either the Veterans Affairs or Emory University project sections.
To add new project data, click the green “Add Project” button.

![Add Project](image)

If you need to remove any project data, click the minus sign to remove any unwanted entries.

9. You can start the MOU approval process by clicking the “Submit for Approval” button. You can also “Save” your progress at any time during the data entry process.

![Submit for Approval and Save for Later](image)

Note: You and your proxy (if applicable) will receive a notice once your submitted VA MOU form completes the approval process. If your VA MOU form is not approved the form will be returned to your queue on the “My Work” page. The approver will list possible reason(s) for the rejection. They can be viewed at the bottom of the form after it is sent back to your work queue. You or your proxy can correct any mistakes and resubmit the VA MOU for approval.

**Rejection Reason:**

![Reasons for Rejection](image)
2 VETERANS AFFAIRS MOU ADMINISTRATION TOOL

The VA MOU application provides functionality to allow system users the capability to retrieve “Completed MOU” (approved) data. You can also check the status of in-progress MOU submissions. Instructions on how to perform tasks in the administration tool are listed below.

2.1 COMPLETED VA MOU FORMS

1. To access completed MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.

2. Enter data in any of the applicable search fields on the “Completed MOU” web form and click the “Search for MOU” button. If you entered any data incorrectly, click the “Clear” button to reset the web form.

3. The system will return search results from your query. Click the radio button next to the appropriate MOU data and the system will retrieve the MOU record.
4. Clicking the “Print” button at the bottom of the page generates a PDF version of the MOU record, which can be printed or saved as an electronic file.

Print and Save dialog box:

Discard MOU:
2.2  IN-PROGRESS VA MOU FORMS

1. To access In-Progress MOUs, go to the “My Work” page and click the “VA MOU Admin Portal” link in the right navigation pane.

Start VA MOU

VA MOU Admin Portal

Click the “In-Progress MOU” tab and enter data in any of the applicable search fields on the “In Progress MOU” web form and click the “Filter List” button. If you entered any data incorrectly, click the “Clear” button to reset the web form. The system will display the progress of the submitted VA MOU form.