A VA IPA (Intergovernmental Personnel Act) is an agreement between Vanderbilt University (VU) and the Veterans Administration Tennessee Valley Healthcare System – Nashville Campus for the services of a VU employee on a VA research project. The research project, usually a VA Merit Review grant, will have been awarded to a VU faculty member (PI) who also has an appointment as a Research Health Scientist with VA. The practice of a VU faculty member having more than one active appointment is known as a Dual Appointment.

To initiate an IPA, the PI is responsible for contacting the VA central office and the VU research unit (RU) of the VU employee to request an agreement be set-up between the VA and VU for the employee to work on the VA grant. Once the agreement is fully-executed, the VA will be invoiced by Vanderbilt’s Office of Contracts and Grants Accounting (OCGA) monthly for the effort committed by the employee.

Procedures:

- PI contacts VA and VU to initiate IPA
- VA creates IPA
- Six (6) copies of the IPA are sent through campus mail to the VU employee’s research unit (RU) for employee’s signature.
  - Original signatures are required on all 6 copies.
- Once signed, the IPA is forwarded via campus mail to Sponsored Programs Administration (SPA) for review and signatures.
  - Original signatures are required on all 6 copies.
- SPA will create a Contract Request (CR) in PEER for department tracking and uploading of drafts and final fully-executed IPA.
- A copy of the partially-executed/signed IPA is sent to the VU employee’s RU to assist in establishing a project number.
- All six (6) original signed IPAs are sent to the VA central office contact for final review and signature by VA Human Resources.
- Copies of the fully-executed IPA are forwarded by the VA to the VU PI/research unit, OCGA, and SPA.

*The Intergovernmental Personnel Act Mobility Program provides for the temporary assignment of personnel between the Federal Government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations*
How to Enter an IPA into PEER for review/approval.

- SPA will create Contract Request from PEER Menu Bar.
  - Select Create a Request

- A Blank Contract Request will appear.
- Complete sections 1-6
- By-Pass Approvals on Section 7

Be sure to answer NO to all questions about Federal Funds.

Once the Contract Request is completed, the VU research unit contact will receive an e-mail from PEER providing the UNIV# for the newly created contract.