

**Guidelines Related to Extramural Salary Recovery, the BSI Plan, and Research Funding Calculations
for Research Intensive Faculty with Joint VA Appointments
Loyola University Chicago Stritch School of Medicine
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1) Salary Calculations for non-VA grants:

A Memorandum of Understanding (MOU) between Loyola University Chicago (University) and Edward Hines VA (VA) is required for each Research Intensive Faculty having a joint appointment. This MOU will describe the number of hours per week worked at each institution. When a faculty member with this joint appointment submits grant proposals through the University (i.e., to non-VA sources such as NIH), the proposed committed effort will be based solely on the University hours approved in the MOU.

2) BSI Plan:

- a) When calculating supplement and incentive on the Base Supplement Incentive (BSI) Plan for Research Intensive Faculty, total compensation will reflect both the VA and University components, and the VA salary will be treated as other extramural salary dollars.
- b) For any Research Intensive Faculty member hired with tenure, teaching hours in the employee's first year at SSOM will be utilized to calculate the supplement and incentive levels in the BSI plan for both their first and second year of employment.

3) Calculation of Total Extramural Support/sq. ft. and Indirect Costs/sq. ft.

For Research Intensive Faculty with joint VA appointments who are conducting their VA funded research in part or in total in SSOM laboratories, the appropriate proportion of the total annual direct costs of the VA grant will be included when calculating total extramural support/net assignable square feet (nasf) of research space at the University. The proportion of VA direct costs included in the University total extramural support/nasf will be determined by the Senior Associate Dean for Research based primarily upon research space available at the two institutions.

Since VA grants do not provide Loyola with F&A costs, calculations of indirect cost recovery/nasf will not be affected by VA funding.