

Policies and Procedures

SECTION: Sponsored Programs Administration	NUMBER: 10	
CHAPTER: Sponsored Programs Administration	ISSUED: 10/2011	REVISED: 3/2013; 7/2014
POLICY: Joint Appointments with Creighton University and the Other Institutions	PAGE 1 OF 1	

1. POLICY

Per the National Institutes of Health, individuals with joint Creighton University and other institutional (Department of Veterans Affairs (VA), Alegent-Creighton Health) appointments may request only the university's share of their salary in proportion to the effort devoted to the research project. The individual's base salary with the university determines the base for computing that request. The budget justification must also disclose that the individual holds a joint appointment with the other institution and state that the salary requested is based solely on the University's Institutional Base Salary. Signature by the institutional official on the application certifies that: (1) the individual is applying as part of a joint appointment specified by a formal Memorandum of Understanding between the university and the other institution; and (2) there is no possibility of dual compensation for the same work, or of an actual or apparent conflict of interest regarding such work.

Contact Sponsored Programs Administration for instructions for completing the Creighton University Memorandum of Understanding.