**VA IPA Workflow**

1. Participating employee on IPA and departmental staff completes and signs all documents required for the IPA packet
	1. [VA IPA Checklist](http://www.ucdenver.edu/research/Research%20Administration%20Documents/VA%20IPA%20Internal%20Checklist%202017%20Jan.docx)
		1. Step by step guide to assist with routing and completing a VA IPA Assignment Agreement form.
		2. Internal department use only – do not submit with routing
2. Department creates the InfoEd record for routing to OGC. All documents required for the IPA packet must be attached to the record in InfoEd

Required

* 1. [IPA Assignment Agreement Form](http://www.ucdenver.edu/research/Research%20Administration%20Documents/VA%20IPA%20Assignment%20Agreement%202017%20Jan.docx)
	2. Detailed Budget
	3. Salary Verification Letter on Department Letterhead (If salary differs from HCM)
	4. [Standards of Conduct form](http://www.ucdenver.edu/research/Research%20Administration%20Documents/VA%20IPA%20Applicable%20Standards%20of%20Conduct%202017%20Jan.docx) (UCD Internal Document)
	5. Employee m-FIN Payroll Transaction Summary (only include page with actual fringe benefit rate)

Optional

1. [Award Pre-Activation Request](http://www.ucdenver.edu/research/Research%20Administration%20Documents/Award%20Pre-Activation%20Request%202017%20Jan.docx) (Speedtype Request)
2. [Salary Spreadsheet Template](http://www.ucdenver.edu/research/Research%20Administration%20Documents/VA%20IPA%20Salary%20Spreadsheet%202017%20Jan.xls) (can be submitted in lieu of department detailed budget format)
3. Complete documentation will need to be routed to OGC via InfoEd at least 5 business days prior to the date the VA IPA is due to the VA in order to facilitate the signature approval process.
4. OGC will review the InfoEd record of the IPA and provide institutional approval. OGC will provide one partially-executed (PE) copy of the VA IPA packet for the department to download via InfoEd and deliver to the VA for final signature.
	1. The PE copy of the IPA must reach the VA at least 30 calendar days prior to the effective date of the IPA.
	2. OGC encourages departments to submit an Award Pre-Activation request at this point to ensure payroll changes can be made in a timely fashion while the IPA approval process continues.
5. The VA will provide in the mail a fully executed (FE) copy of the IPA packet to the department address entered in Block 25.
6. The department is responsible for providing a FE copy to OGC to initiate the IPA. Please email FE IPA copies to xenia@ucdenver.edu
7. OGC will update the InfoEd record status to “Awarded” and issue a speedtype if not already requested through the award pre-activation process.

**Notes:**

* If an IPA modification is for a decrease in effort or project period (no new money) no routing is needed. Send IPA modification to xenia@ucdenver.edu along with the existing proposal number and explanation.
* If an IPA modification is for early termination. Same as above. If assigned employee is no longer employed, the immediate supervisor (box 18) can sign box 37 in lieu of the assigned employee signature.
* If an IPA modification is for an increase, the proposal routing and IPA should be for the new additional amount and/or time only.