

TO: University of Colorado Denver | AMC Research Administrators

FROM: Ryan Holland – Director of PreAward and Contracting Services  
Pam Rice – VA Administrative Officer | Research Services

SUBJECT: VA IPA Routing Policy Changes

DATE: 16 May 2017

The VA has a new policy regarding IPA routing. The VA will no longer approve IPAs after the IPA start date. If an IPA is received by the VA after the start date, the IPA will not be approved and the start date will have to be amended. Personnel should not start work until they have an approved IPA. We have not consistently enforced this in the past allowing IPAs to be routed very close to their start date. Due to the amount of time it takes the IPAs to get signed by the VA, we can no longer do this. Please note the following:

- 1) New IPA assignments need to be provided to Pam Rice at the VA at least 30 calendar days prior to the IPA start date.
- 2) Extensions of existing IPA assignments need to be provided to Pam Rice at the VA at least 30 calendar days prior to the extension date.
- 3) Modifications of existing IPAs need to be provided to Pam Rice at the VA within 30 calendar days of the significant change (salary, benefits, effort, etc).

In order to meet the above VA policy changes, for each scenario, OGC will require 5 business days to review and process VA IPAs (ie. If the IPA is due to the VA on Monday, May 22, 2017, the IPA should reach OGC PreAward for review by Monday, May 15, 2017).

Sincerely,

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