Intong, Khanhthong January 24, 2024

New Mexico VA Health Care System

1501 San Pedro SE

Albuquerque, NM 87108

**Ref: Intergovernmental Personnel Agreement (IPA) –**

 **UNM Principal Investigator:**

 **UNM Ref #: Enter Click record FP here/Enter name of staff here**

Dear Ms. Khanhthong,

Following is the information you requested in regard to the proposed Intergovernmental Personnel Agreement. The UNM employee mentioned above has been employed at the University for more than 90 days prior to the inception date of this IPA and the employee receives full time fringe benefits. The employee receives **annual leave at a rate of 14.00 hour per pay period** and **minor sick leave at a rate of 8.00 hours per pay period**.

 Period 1: Enter period of performance dates here (e.g. 01/2/24-2/1/25)

(if more than one-year copy and paste the entire section to enter period 2, 3 etc.)

 Effort:

 Salary: $

 Fringe Benefits: $

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 Period 1 Total: $

 Total: $

If American Recovery and Reinvestment Act funds are used to pay this Agreement, the University of New Mexico will be notified. The University of New Mexico will pay the salary directly to the employee and will be responsible for remittance of employer fringe benefits. The University will in turn bill monthly for reimbursement of salary and actual fringe benefits incurred. A separate University account in the name of the Principal Investigator will be established for receipt and disbursement of funds authorized by the Intergovernmental Personnel Agreement.

Please let me know if additional information is needed.

Sincerely,

Stacy Catanach, MBA, CRA

Associate Director, UNM Health Sciences Sponsored Projects Office

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