



## Student Externship Matching Grant Program

### 2018 PROGRAM GUIDELINES

The Student Externship Matching Grant program provides an important partnering opportunity between the AAFP Foundation and AAFP's constituent Chapters and Chapter Foundations. Each matching grant is a dollar-for-dollar match of \$1,250. Sponsoring Chapters or Chapter Foundations are encouraged to work with an academic institution or Family Medicine residency program to identify and provide a one-on-one, student-to-mentor experience.

#### Program Goal

The Student Externship Matching Grant Program's goal is to stimulate interest among medical students to select a career and/or pursue research opportunities in Family Medicine.

#### Eligibility

1. AAFP Chapters or Chapter Foundations that intend to sponsor a Student Externship and have allocated funding for this purpose may apply for a matching grant(s).
2. The medical student externship must offer a research and/or clinical experience that are *at least* 4-weeks in duration.
3. The externship must provide the medical student a one-on-one learning experience with mentors/preceptors who practice in the field of Family Medicine.
4. When possible, externs should be involved with a Family Medicine Interest Group.

#### Program Administration

The AAFP Foundation has established broad parameters for administering the program and we recognize that Sponsors may need to develop additional guidelines specific to their situation. These modifications may be made, with approval from the AAFP Foundation, as long as they adhere to the overall goal of exposing students to Family Medicine and fostering a one-on-one clinical and/or research experience between the medical student and their family physician mentor.

#### Chapter or Chapter Foundation Responsibilities

1. Identify the initial \$1,250 to support 50% of a \$2,500 externship grant. *The Sponsor's \$1,250 match must be secured prior to submitting the Letter of Intent.*
2. Identify Family Medicine mentors/preceptors and match them with the extern(s).
3. When possible, award the externship to students involved with an FMIG.
4. Develop a procedure and schedule for the setting up the externship and disbursing externship funds.
5. Acknowledge AAFP Foundation support in any program materials developed.
6. Complete a Request for Payment form from AAFP Foundation once the mentor and student extern have been matched.



### Open Application Period

Applications for 2018 Student Externship Matching Grants will accepted between Friday, November 1, 2017 and Friday, February 2 at 7:00 pm Central Time. The application is a simple one-page form, available at [www.aafpfoundation.org/studentexternships](http://www.aafpfoundation.org/studentexternships). Or by contacting [shunt@aafp.org](mailto:shunt@aafp.org) or calling 1-800-274-2237, ext. 4474.

### Who Can Apply

The Constituent Chapter or Chapter Foundation responsible for administering the student externship is the entity that must submit the application form. Applications will *not* be accepted from medical schools or students.

### Secure Dollar-for-Dollar Match Before Submitting Application

The Chapter or Chapter Foundation's dollar-for-dollar match with the AAFP Foundation's matching grant should be secured before submitting the application.

### Confirmation of Submitted Application

A confirmation e-mail will be sent back acknowledging receipt of the Letters of Intent. If you do not receive an e-mail confirmation within 48 hours, please call to verify that your application was received.

### Advantage to Applying Early: Matching Grant Award Allocations

Each funding cycle the AAFP Foundation awards approximately 24 matching grants. The AAFP Foundation allocates Student Externship Matching Grant Awards sequentially, based upon the date and time that each application form is received via email. First, one matching grant will be awarded to all applicants, if possible. Then, if additional funds are available, a second matching grant will be awarded based upon the sequence of submissions and whether more than one matching grant was requested. This process continues until all matching grant funding for the cycle has been awarded.

### Notification of Award

Applicants will receive a Notice of Award, via email, by the second Friday in February.

### Requesting Matching Grant Payment

1. Complete and submit the Request for Payment as soon as the student and mentor have been matched (but not later than October 1, 2018).
2. One Request for Payment form should be completed for each matching grant received.
3. Download Request for Payment form at [www.aafpfoundation.org/studentexternships](http://www.aafpfoundation.org/studentexternships).
4. It is the responsibility of the Chapter or Chapter Foundation to complete and submit the Request for Payment form.

### Questions?

Contact Sharon Hunt, AAFP Foundation Programs and Grants at 1-800-274-2237, ext. 4474 or email [shunt@aafp.org](mailto:shunt@aafp.org).