

# MERC Grant Application - Submission Timeline

## Sponsoring Institution

August  
15 - 31

- Register for the application portal if not a previous applicant or representative.
- If applicable, previous representatives can assign new or additional representatives at the sponsor or teaching program level.
- Setup new teaching programs and assign representatives after registration in the system.
- Complete/Update Sponsoring Institution Demographics indicating intent to apply by August 31.
- Teaching programs and sites cannot begin their application to the sponsor until these steps are completed.

September  
1 - 30

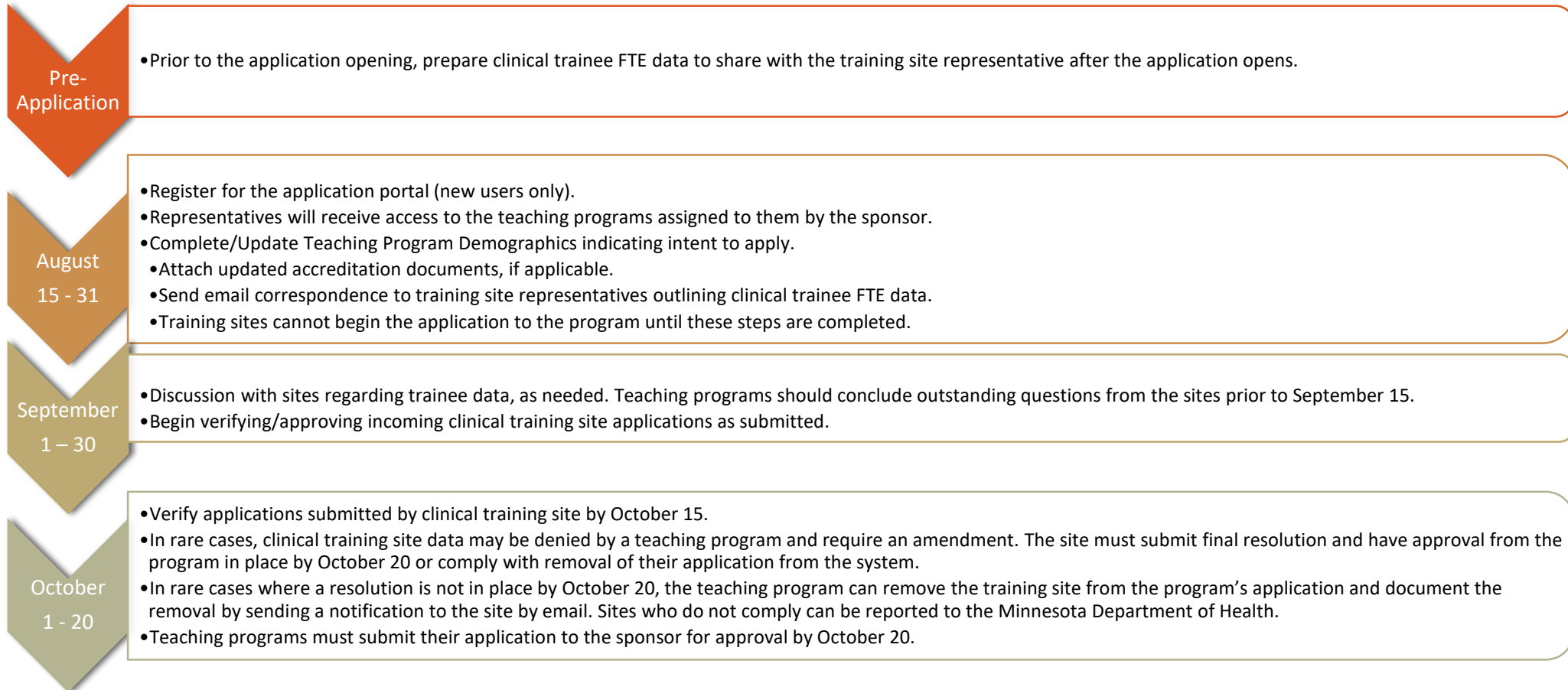
- Assist teaching programs and training sites applicants under the sponsoring institution as needed.

October  
15 - 31

- Approve teaching program applications submitted for sponsor's approval (can begin earlier if received).
- Submit application to MDH by October 31.

# MERC Grant Application - Submission Timeline

## Teaching Program



# MERC Grant Application – Submission Timeline Clinical Training Site

August  
15 - 31

- Register as a clinical training site representative in the application portal if not a previous applicant.
- Identify/Claim the clinical training sites user represents, if not completed in prior application period.
- Complete/Update Clinical Training Site Demographics indicating intent to apply if known.
- Gather the clinical trainee data that arrives by email from the teaching program(s).
  - Verify training information matches the sites records.
  - If inconsistent, work with the teaching program PRIOR to completing Step 1 of the application process.

September  
1 – 30

- Prior to submitting an application to the program for approval, the site is encouraged to contact the teaching program regarding questions on the clinical trainee data.
- Begin Step 1 of the training site application.
- Do not submit application for trainees that are inconsistent with the student/resident records provided by teaching program. Inconsistencies should conclude being addressed with the teaching program no later than September 15 to allow time for finalizing submission.
- Update clinical training site demographics indicating intent to apply if not previously completed. Remove previous intent to apply, if no longer applying.
- Submit Step 1 of the application by September 30.

October  
1 – 20

- Step 1 of the application will be reviewed by the teaching program for approval.
- If a site submitted inconsistent information, the application will be denied.
- Denied applications must be removed or amended **and have final approval in place** by October 20.
- Applications not approved before October 20, will be removed from the application process and notified by the teaching program that their application has been denied/removed. Sites who are not in compliance will be reported to the Minnesota Department of Health.

November 15  
- December  
15

- Beginning November 15, qualifying sites may begin Step 2 of the training site application.
- Submit Step 2 of the application by December 15.