



Student Externship Matching Grant Program 2012 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. The AAFP Foundation secures matching funds and administration of the student externship experience is handled by the Chapters and Chapter Foundations.

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

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). 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. The externship may contain a research component, but this is not a requirement. To qualify for a matching grant the medical student externship must be a minimum of 4-weeks in duration and provide the student with:

- a one-on-one learning experience
- an experience with mentors/preceptors who practice in the field of family medicine;
- 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/or fostering research among medical students and their family physician mentors.

Summary of Chapter or Chapter Foundation Responsibilities

- ✓ 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.
- ✓ Identify family medicine mentors/preceptors and match them with the extern(s);
- ✓ When possible, award the externship to students involved with a Family Medicine Interest Group;
- ✓ Develop a procedure and schedule for the setting up the externship and disbursing externship funds,
- ✓ Acknowledge AAFP Foundation support in any program materials developed; and
- ✓ Complete a Request for Form requesting payment from AAFP Foundation.

How to Apply for a Matching Grant

The Letter of Intent can be downloaded from www.aafpfoundation.org/studentexternships or call 1-800-247-2237, ext 4457 or e-mail sgoodman@aafp.org. The Chapter or Chapter Foundation responsible for administration of the student externship should complete and submit the 2012 Letter of Intent, a simple one-page form.

2012 Application Period

Letters of Intent will be accepted between November 1, 2011 and February 3, 2012. **The deadline for receiving your 2012 Letter of Intent is February 3, 2012.**

Those who apply earlier have a better chance of receiving more than one matching grant (see paragraph below).

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

Matching Grant Award Allocations

Matching Grant Awards are made on a first come-first served basis, based upon receipt of the completed Letter of Intent. One matching grant per applicant organization will be allocated, up to a predetermined number of grants available. Additional awards are allocated based upon the sequence of submissions and upon the number of externships requested.

Notification of Matching Grant Award

Applicants will be notified of awards by **February 14, 2012.**

How to Request Payment of Matching Grant

The Request for Payment must be completed and returned to the AAFP Foundation as soon as the student and mentor have agreed to the externship experience. Request for Payment forms can be downloaded from www.aafpfoundation.org/studentexternships or call 1-800-247-2237, ext 4457 or e-mail sgoodman@aafp.org.

Questions? Contact Sondra Goodman, Programs and Grants Manager at 1-800-274-2237, ext 4457 or by email sondragoodman@aafp.org