



Student Externship Matching Grant Program

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 research and/or clinical experience that is *at least* 4-weeks in duration.
3. The externship must provide the medical student with 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 an application.*
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 setting up the externship and disbursing externship funds.
5. Acknowledge AAFP Foundation support in any program materials developed.
6. Sign the Letter of Agreement and complete a Request for Payment form from AAFP Foundation once the mentor and student extern have been matched but no later than August 1.



Open Application Period

Applications for the Student Externship Matching Grants will be accepted annually between February 1 and April 1 at 7:00 pm Central Time. A simple application will be available during this time via an online application portal found on our [website](#) by clicking 'Apply Today'.

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.

Advantage to Applying Early: Matching Grant Award Allocations

Each year the AAFP Foundation awards approximately 24 matching grants. The AAFP Foundation allocates Student Externship Matching Grant Awards sequentially, based on 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 on 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, in April.

Requesting Matching Grant Payment

1. After the AAFP Foundation Board of Trustees approves the slate of SEMG recipients, applicants will receive the Award Letter, Letter of Acceptance, and Request for Payment form.
2. The Letter of Acceptance must be signed, and the Request for Payment form completed and submitted as soon as the student and mentor have been matched (but not later than August 1).
3. One Request for Payment form should be completed for each matching grant received. (If more than one student is supported with one grant, please provide information for all students.)
4. Payments will be sent after August 1.

Questions?

Contact Veronica Roberts, AAFP Foundation Programs at 913-906-6239 or email vroberts@aafp.org.