The Ohio State University Medical Center

GRADUATE MEDICAL EDUCATION
POLICY AND PROCEDURE

Policy: EXTERNAL FUNDING FOR GME TRAINING PROGRAMS

Effective: 3/28/07

Revised:

In this policy, the term “resident” includes all interns, residents and fellows in GME training programs.

The purpose of this policy is to provide guidance for departments, divisions, and training programs interested in receiving external funding to support GME training programs in the form of grants or gifts from individuals, foundations, corporations, state or federal agencies, etc. There are no prohibitions on receiving these funds, but this policy is designed to ensure that the acceptance and use of these funds is in compliance with University rules and the University compliance program.

This policy outlines three distinct procedures for funds to be received and expended by a department, division or training program for the purposes of GME training program support. Those pathways relate to gifts in the form of:

1. a development gift
2. an educational grant, or
3. a research or training grant.

Policy:

1) Accepting external funding for GME Programs

a. One of the three procedures outlined below in this policy should be followed for the acceptance of external funding support for GME training programs.

b. In situations when more than one type of procedure could potentially be used, the individual or organization providing the funding may assist in determining which procedure will be used to provide the funds to the training program. However, the specific procedure used should be consistent with the source of funds (e.g., an NIH training grant should not follow the development gift procedures).

c. Under no circumstances should any external funding for GME programs from any source be accepted by OSUP or any departmental LLC.
d. In all cases, a written agreement should exist between the training program and the individual or organization providing the funding which outlines, at a minimum:

   i. the purpose of the funds,
   ii. the timeframe over which the funds will be provided,
   iii. the total amount of funding to be provided, and
   iv. other restrictions placed on the funds by the individual or organization providing the funds.

e. If none of the procedures outlined in this policy apply to a particular source of external funding or if the individual or organization providing the funding wishes to use an alternative procedure not described in this policy, the GME Office and/or the Office of the Associate General Counsel for Health Sciences should be contacted to provide further direction.

2) Conflict of interest

   a. University faculty and staff involved in receiving any funds from external sources should be familiar with and adhere to the applicable University and Health System conflict of interest policies. Specifically, any conflicts of interest related to decision-making about a specific vendor’s products and/or services should be minimized.

   b. Any questions about conflicts of interest or applicable University and Health System conflict of interest policies should be forwarded to the Office of Academic Affairs or the Office of the Associate General Counsel for Health Sciences.

Procedure:

1) Three pathways exist for training programs to accept outside funding

   a. Funds received as part of a development gift
      
      i. If the training program is contacted about a potential development gift, the development officer responsible for the particular department, division, or training program should be contacted as soon as possible.

      ii. The funds will be placed in a development fund (3xxxxx) specifically earmarked to support that specific GME training program.

      iii. Expenditures from the fund to support the GME training program will be tracked by the development office and will be according to development office accounting policies.
iv. If the funds are to be used to support the stipend and benefits of individual residents, let the development office know prior to creating the fund. The residents being supported should be appointed to that fund.

b. Funds received as an **educational grant**

i. If the individual or organization wishes to provide the funds as an educational grant to the training program, the training program should contact the GME Office.

ii. The funds will be placed in a GME Hospital balance sheet account that is specifically earmarked to support GME training programs in accordance with standard Health System accounting practices.

iii. Expenditures from the account to support the GME training program will be tracked by the GME Office.

iv. If the funds are to be used to support the stipend and benefits of individual residents, the residents being supported should then be appointed to that GME Office account.

c. Funds received as part of a **research or training grant**

i. If the training program wishes to compete for a research or a training grant that will supply funding to support the GME training program, the program should work with OSURF during the preparation of the grant.

ii. Once the grant is secured, the funds will be placed in a research fund in accordance with OSURF policies and procedures.

iii. Expenditures from the fund to support the GME training program will be tracked by OSURF in accordance with OSURF accounting policies and procedures.

iv. If the funds are to be used to support the stipend and benefits of individual residents, the residents being supported should then be appointed to that research fund in accordance with OSURF policies and procedures.

2) If a department, division or training program has any questions regarding an offer of external funding, the GME Office, OSURF, Health System Development Office or the Office of the Associate General Counsel for Health Sciences should be contacted to obtain further information.