THE UNIVERSITY OF MICHIGAN
MEDICAL SCHOOL

SPECIAL NEEDS FINANCIAL AID PROGRAM

The University of Michigan Medical School has limited funds available for special financial needs of students, over and above the standard budgeted expenses, including:

(1) Emergency Grants,
(2) Research Funds,
(3) Travel Awards, and
(4) Scholastic Enhancement Awards.

Details about the available funds, eligibility criteria, the application process, and the review process are provided below. Any questions, comments or concerns relating to the Special Needs Program should be directed to the Medical School Financial Aid Office.

A Special Needs Application form is attached at the end of this document for your convenience.

In order to be considered eligible for Special Needs funds, students must first have submitted a financial aid application for the year in which funds are being requested. Students are required to provide parental information on financial forms for eligibility determination. Information provided on the financial aid forms will assist us in determining eligibility for special needs funds in the form of grants and/or loans. The only exception to this policy is for the Research Presentation Travel Award.

The Director of Financial Aid will review submitted applications on a rolling basis. Applications should be submitted complete with all appropriate documentation attached to be considered. Applicants will be notified of decisions by electronic mail.

Funds are awarded on a first come first served basis.

University of Michigan Medical School
Financial Aid Office
5100 Taubman Health Sciences Library
1135 Catherine
Ann Arbor, MI 48109-5726
(734) 763-4147 phone
medfinaid@umich.edu
I. Emergency Grants

The University of Michigan Medical School realizes that unanticipated and unexpected expenses (family emergencies, medical expenses, etc.) do arise and therefore has allocated funds for such situations. All students currently matriculated in the medical school may apply to the Special Needs Program for funding toward such special needs and circumstances.

A. Guidelines for Emergency Funds

Consideration for funds to cover incurred expenses due to an emergency situation will be based on: 1) urgency of the request; 2) circumstances upon which the request is based; 3) adequate documentation; 4) financial need, as reflected in the student's financial aid assessment; and 5) amount of the request.

The School will not allow double funding for expenses previously funded through financial aid or other documented sources. All requests for Special Needs funds under this category are to be submitted with the original documentation (i.e., receipts, bills, statements, etc.) to the Financial Aid Office.

Original receipts must be submitted with the application. Copies of receipts, etc., will not be accepted as documentation. If original receipts are required for any other purpose, the submitted original document will be returned after a copy is made by a member of the Financial Aid Office staff.

B. Uninsured Medical and Dental Expenses

The School will consider prospective requests for necessary uninsured medical and/or dental expenses. Proper documentation must accompany the application. The medical necessity for the treatment or medical service received must also be documented. An accompanying letter from the health care provider administering the treatment or medical service in question can most often accomplish this. The maximum amount for consideration is $1,000 per individual.

Only documented expenses over and above the financial aid guideline budget allowance will be considered for funding. This maximum amount will be adhered to unless an unusual individual circumstance is believed to warrant otherwise. Therefore, it is strongly recommended that students save all receipts or bill statements for all medical and dental expenses for the year.

II. Research Funds

A. Research Fellowship Award

All students are encouraged to participate in the many research opportunities available both on and off the medical school campus. Students interested in obtaining funding should contact the Student Biomedical Research Programs (SBRP) directly. If funds are not available through SBRP, students should check with the Financial Aid Office for possible availability of funding through the Special Needs Program. A maximum award of $4,328 will be offered in the form of grant and/or loan, depending on the students' financial situation and fund availability.
B. Research Presentation Travel Award

Students who are accepted to present an original clinical, basic science or educational research paper or poster at a regional, national, or international meeting will be considered for a Special Needs research travel award upon submission of an application for such funding.

Points to keep in mind:
- You must first explore alternative funding mechanisms such as the department with which your research was done and the PI for grant support.
- The research must have been conducted while you were an active student at the University of Michigan Medical School.
- You must be enrolled at UMMS at the time of the conference.
- You must be the primary presenter (e.g. lead author on poster).
- Only one award per presentation (i.e. if co-presenting, only one is eligible).
- If the research was done through the Student Biomedical Research Program (SBRP) you must apply for assistance through them first. If funding is unavailable or limited, you may apply to the Special Needs program for the difference.
- Only one travel award of this type will be offered each academic year.
- The maximum award in grant funds is $1000. If approved expenses exceed the maximum grant allowance, long-term low-interest institutional loans are available to cover the additional need.
- Eligible expenses include conference registration, transportation costs, lodging and meals.
- Funds are generally awarded after travel has occurred. Funds are advanced only if waiting until the expenses have been incurred would cause an extreme hardship.
- Application and supporting documentation must be submitted no later than 45 days after travel occurs.
- Applications for assistance falling outside of these policies must be approved by the Associate Dean’s Office.

When applying you will need to provide the following:
- Completed Special Needs Application
- Your letter/email inviting you to present your research at the conference.
- Receipts for your expenses (transportation, lodging, conference registration, etc.).

Submit your application, complete with supporting documentation, in person at the Financial Aid Office or by emailing it to med-finaid@umich.edu

Effective January 1, 2017 - Participation on panels, train-the-trainers, or workshops will be evaluated on a case by case basis by the Associate Dean's Office.

III. Travel Awards

A. Conference Travel

Students electing to attend conferences without making a presentation will be eligible to apply for long term loan funds to cover the cost of travel, up to $1000 maximum. Students wishing to apply for loan funds must submit a Special Needs application. The application must include documentation of expenses.
B. M4 Individually Arranged Clerkships (Domestic and International)

Recognizing the value of a broad clinical experience, funding has been made available to help defray the expenses incurred during an approved rotation or clerkship away from the University of Michigan and its affiliated hospitals. To apply for such funds, the student is required to include the letter of invitation and/or acceptance with the Special Needs application. In addition, a brief rationale or statement for wishing to participate in the particular clerkship must be included with the application. The clerkship must be approved for credit.

The guidelines for funding of approved domestic clerkships (Continental USA) will be up to a maximum of $500 and for approved international clerkships will be up to a maximum of $1000. Only one domestic and one international clerkship will be funded with proper documentation per student. Adequate documentation of expenses for which funding is being requested is necessary. In the event that an advance award is necessary, it will be granted based on the student's estimates of anticipated expenses. The student would then have to submit the actual documentation of funds spent during the clerkship within four weeks of his/her return to the medical school campus.

C. Humanitarian Outreach/Medical Relief Mission

Students choosing to participate in humanitarian outreach or medical relief mission work, including alternative breaks, will be eligible to apply for funding to assist with the costs associated with their participation.

*Long term loan funds only* are available up to a maximum of $500. Documentation of the cost (such as airfare, accommodations, food) as well as a description of the program must be included with the application. Because only loan funds can be offered through Special Needs for this type of request, it is recommended that students also check with Global REACH for any eligibility.

IV. Scholastic Enhancement Award

A. Supplementary

Special Needs funds have been targeted to help defray expenses incurred by students requiring supplemental course work (i.e., repetition of a course during the summer and/or completion of course work away from the University). Funding priority is given to tuition, room and board and registration fees. Award may be a combination of loan and grant funds.

B. Complementary

Students requiring funding for administratively mandated USMLE Step I and Step II review courses (i.e., Stanley Kaplan) will be considered for reimbursement of course tuition and/or registration. This request must be made in conjunction with the Office of Medical Student Education. Award may be a combination of loan and grant funds.
SPECIAL NEEDS PROGRAM APPLICATION

NAME: ____________________________________________ Year ______________ I.D.# ________________

EMAIL ADDRESS:________________________________________

AMOUNT OF REQUEST $ ____________________________

REASON FOR REQUEST: _______________________________________________________________
_____________________________________________________________________________________

IF YOU ARE APPLYING FOR FUNDS FOR A RESEARCH PRESENTATION TRAVEL AWARD,
YOU MUST ALSO PROVIDE THE FOLLOWING INFORMATION, INCLUDE A COPY OF THE
INVITATION/ACCEPTANCE TO PRESENT AND ALL RELEVANT DOCUMENTATION OF
EXPENSES.

Name, date and location of conference:__________________________________________

Title of project:__________________________________________________________

Short description of project:____________________________________________________
_____________________________________________________________________________________

Format of presentation (plenary, poster, workshop, etc.):___________________________

Co-author(s)? Please list authors in order:__________________________________________

I was a student at UMMS when this research was conducted:  ☐ Yes  ☐ No

I was enrolled as an active student at UMMS at the time of this conference:  ☐ Yes  ☐ No

Name of faculty mentor:_________________________________________________________

Name of PI:________________________________________________________________________

I have asked my PI about the availability of funding for presentation of this research  ☐ Yes  ☐ No

Do you have any resources available to help with the cost of travel (i.e. PI or Dept.)?  ☐ Yes  ☐ No

If so, please indicate the amount and Program/Department:______________________________

Was this project done as part of the Student Biomedical Research Program (SBRP)?  ☐ Yes  ☐ No

If so, you must request assistance through them before submitting this application

***PLEASE ATTACH ALL RELEVANT DOCUMENTATION AND REQUIRED RECEIPTS***

I certify the above information is correct and that I have reported resources on this application.

SIGNATURE:________________________________________ DATE:________________

5/17