

POLICY FOR EDUCATIONAL STIPENDS FOR RESIDENTS

UND Internal Medicine & Transitional Year Residency Programs

Revised July 1, 2020

Definition:

Educational stipends are available for Residents to support their academic journey. The purpose of this policy is to provide guidelines on the usage of those education stipends.

Guidelines:

1. PGY-1 residents will receive up to \$150 and PGY-2 through PGY-5 residents will receive up to \$500 per academic year. Funds will not carry over to the following year – they must be used within the current academic year.
2. Educational stipends must be used for academic expenses, including books, study materials (print or on-line), professional dues; and may also be used for registration fees for academic conferences or tablets.
3. Expenses related to an academic conference (such as the registration fee, preparation of materials, or travel fees) may be allowed, if prior approval is given by the Program Director.
4. If the funds are used to purchase technology such as tablets/laptops/computers, we will reimburse up to 50% of the cost (based on funds available to the resident). We will only reimburse for one tablet/laptop/computer during the time of their residency. Funds may not be used for reimbursement of any accessories.
5. Funds cannot be used for payment of USMLE Step 3 or the Board Examination or for activity following completion of the Program.
6. All distribution of these monies must be approved by the Director of Medical Education and/or Program Director. The utilization must be in the academic area that is consistent with the program's goals.
7. All reimbursement requests must be submitted to the Medical Education office **within 2 weeks of purchase**, and must be accompanied by an itemized receipt showing details of the purchase and proof of payment.
8. All reimbursement requests for the academic year must be turned in to the Medical Education Office by **NO LATER THAN May 1st**.
9. Funds that are not utilized by the resident during the current academic year will be retained by Sanford.