



Medical Education & Research Costs (MERC) Expenditure Report Manual

INSTRUCTION GUIDELINE

Fiscal Year 2018 Clinical Training

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<https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html>

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To obtain this information in a different format, call: 651-201-3838. Printed on recycled paper.

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MERC Expenditure Application Instructions

Guideline

The Minnesota Department of Health (MDH) will collect clinical training expenditure as noted in Step 2 of the Medical Education and Research Costs (MERC) grant application process. Grantees are responsible for maintaining records (including, but not limited to, time certifications or time studies, payroll and purchasing records) that verify all expenses, whether categorized as direct or indirect, for six years from the end of the grant.

The Clinical Training Expenditure Manual is a step-by-step instructions guide to help training sites complete the required MERC grant application expenditure report.

Application Instructions – All Users

The expenditure report must be completed no later than **December 20, 2019** using the application portal available at: <https://merc.web.health.state.mn.us>.

PLEASE DOUBLE CHECK YOUR WORK. Once the expenditure report has been submitted using the online portal, sites will NOT have the ability to amend their information.

Materials Required to Complete Expenditure Report

Prior to completing the clinical training expenditure report through the application portal, prepare clinical training expenditures using the [MERC Grant Expenditures FY2018 Clinical Training](#) spreadsheet. Sites should retain a copy of the spreadsheet as part of their records for auditing purposes.

MERC Expenditure Application Instructions

MERC Grant Expenditures FY2018 Clinical Training Spreadsheet

The MERC Grant Expenditures FY2018 Clinic Training Spreadsheet is for training sites to utilize as a tool in completing the application portal expenditure report. Detailed instructions on how to complete the spreadsheet are provided on the worksheet.

Worksheet categorization:

- Gray tabs — Provide additional information and instructions
- Green tabs — Expenditure worksheets. Data entered on these worksheets will be used to guide users in completing the application portal expenditure report.
- Blue tabs — For training site's use in running their calculation or attaching supporting documentation.

Spreadsheet includes:

- Technical Assistance (gray tab)
- Definitions (gray tab)
- MERC Expenditures (green tab)
- Preceptor Time Factor (green tab)
- Trainee Stipends & Benefits (blue tab)
- Preceptors Stipends & Benefits (blue tab)
- Direct Operating Costs (blue tab)
- Incurred by Teaching Hospital (blue tab)
- Indirect Costs (blue tab)
- Federal Indirect Rate Agreement (blue tab)
- Funding & Support Received (blue tab)
- Additional Worksheets 1, 2, 3, 4, 5, 6, 7, 8, & 9 (blue tab)

The information entered into the application portal expenditure report may vary slightly due to rounding.

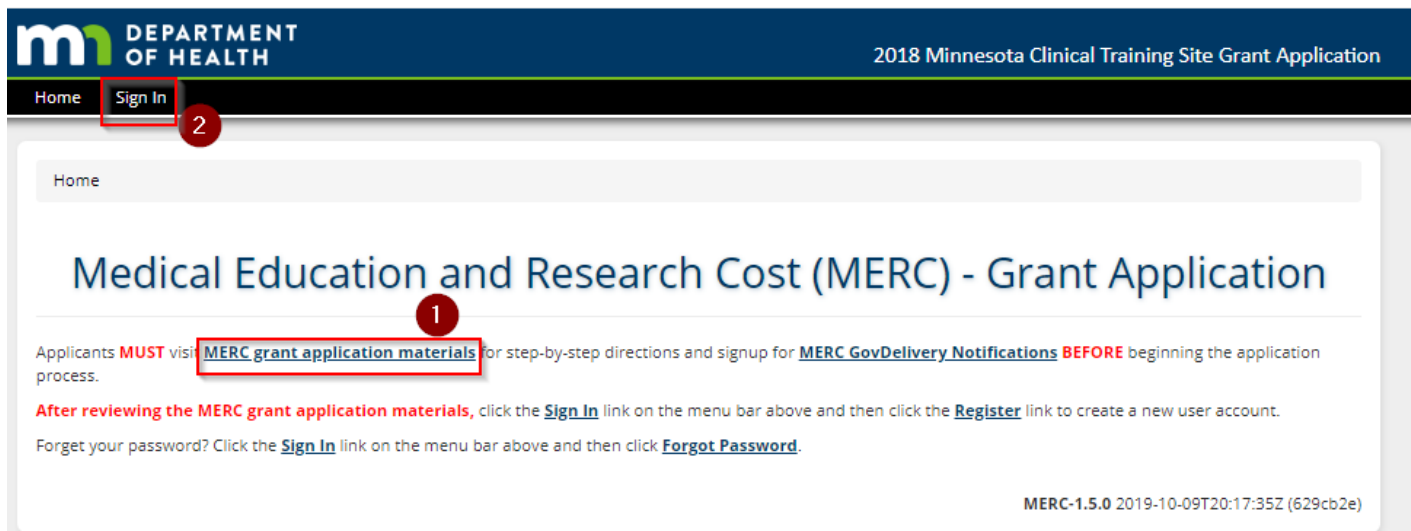
MERC Expenditure Application Instructions

Beginning the Expenditure Report Process

Applicants will be directed to Medical Education and Research Costs (MERC) Grant Application.

- In the black menu bar at the top of each page, users will find quick links.
- Just below the black menu bar, links to previous pages are available for navigation.
- Click, Sign In to begin.

Figure 1



1. Contains a link to the MDH website for instructions and grant details.
2. Click sign-in/register to begin.

MERC Expenditure Application Instructions

Grant Applicant Registration & Sign In

- Representatives who previously registered and completed the grant application will log in using existing email and password.

Figure 2

The screenshot shows the login interface for the MERC system. At the top left is the logo for the Minnesota Department of Health, featuring a stylized 'm' and the text 'DEPARTMENT OF HEALTH'. The main heading is 'Log in to merc-realm'. Below this are two input fields: 'Email' containing 'diane.reger@state.mn.us' and an empty 'Password' field. There is a checked 'Remember me' checkbox and a 'Forgot Password?' link. A blue 'Log in' button is positioned below these fields. At the bottom of the form, there is a link that says 'New user? Register'. Two callout boxes with red arrows point to specific elements: one labeled '2' points to the email field with the text 'Enter email/password used in registration. [Password is case sensitive.]', and another labeled '1' points to the 'Register' link with the text 'Register as a new user.'

- If representative already registered during the application process, there is no need to register again.
- Applicants who are already registered must enter their:
 - Email address.
 - Password.
 - Press, log in.

MERC Expenditure Application Instructions

User Profile

Each user must complete a profile (name, job title, work phone, employer name, and their address at their place of employment). These fields are mandatory.

Figure 4

The screenshot displays the 'Manage User Profile' interface. At the top, there is a navigation bar with the Minnesota Department of Health logo and the text '2018 Minnesota Clinical Training Site Grant Application'. Below the navigation bar, the page title is 'Manage User Profile'. The main content area is titled 'User Profile' and contains a form with the following fields:

- Login Name: *
- First Name: *
- Last Name: *
- Title: *
- Email: *
- Phone: *

Below the user profile fields is the 'Employer Information' section, which includes the following fields:

- Name: *
- Address 1: *
- Address 2:
- City: *
- Select State: *
- Zip Code: *
- Postal Code:

An 'Update' button is located at the bottom center of the form.

- All data in the profile must correspond to the registered user.
- The user will be asked to update (verify) their profile each time they access the application.
- Email cannot be changed in profile. If your email changes, contact health.merc@state.mn.us.
- Press update to verify the information.
- Changes to the user's profile will be reflected throughout the application where the user is named.
- Ability to Manage User Profile is also available on the top menu bar and the Home Screen (See Figure 5).

MERC Expenditure Application Instructions

Home Screen

- Link to instructions manual.
- Ability to manage user profile.
- Defines the applicant types.
- Applicant can access the relevant application by:
 - Clicking on the box under the applicant type.
 - Clicking Applications found on the top menu bar and selecting the relevant section.
 - Click Minnesota Clinical Training Site Grant Application to navigate to Clinical Training Site Application Expenditure Report.

Figure 5

The screenshot shows the Department of Health website interface. At the top, there is a navigation bar with 'Home', 'Admin', 'Applications', and the user email 'paia.vang@state.mn.us'. Below this, a dropdown menu for 'Applications' is open, showing three options: 'Minnesota Clinical Training Site', 'Minnesota Teaching Program', and 'Minnesota Sponsoring Institution'. The main content area is titled 'Medical Education and Research Cost (MERC) - Grant Application'. It includes a 'Grant Application' section with a link to 'instructions' and a 'Manage User Profile' link. Below this, there are three sections, each with a description and a 'Grant Application' button: 'Minnesota Clinical Training Site' (with a callout box pointing to its button), 'Minnesota Teaching Program', and 'Minnesota Sponsoring Institution'.

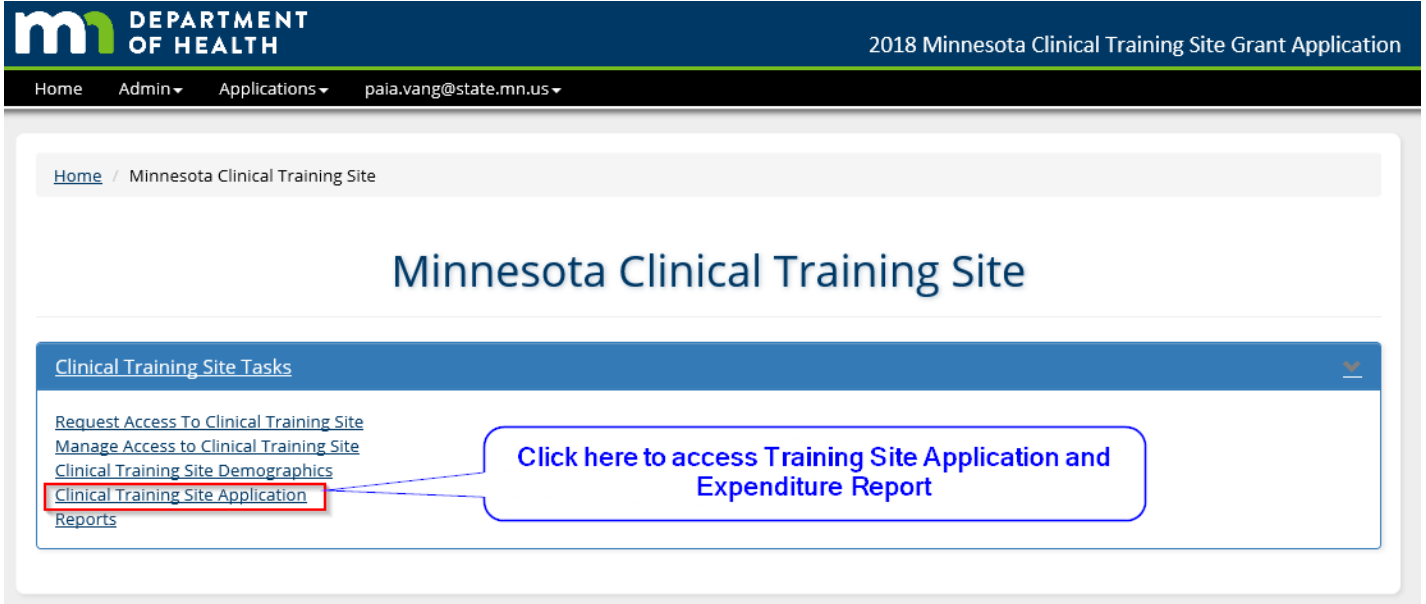
MERC Expenditure Application Instructions

Minnesota Clinical Training Site

Step for this section:

1. Click on “Clinical Training Site Application” link.

Figure 6



MERC Expenditure Application Instructions

Clinical Training Site Applications

Steps for locating clinical training site application:

1. To locate training site application, user can choose the sort feature (up-down arrow), scroll down the page, or enter site name or grant application ID in the search box feature (#2 in figure 7).
2. Once the Training Site application has been identified – click the corresponding “Expenditure” button on the right (#3 in figure 7).
 - a. Sites with fewer than 0.10 clinical trainees do not meet the minimum qualifications to continue to Step 2 of the grant application process. A notice will appear on the page for sites that do not qualify. No expenditure button will appear.

Figure 7

The screenshot displays the 'Clinical Training Site Applications' page. At the top, there is a navigation bar with the Minnesota Department of Health logo and the text '2018 Minnesota Clinical Training Site Grant Application'. Below the navigation bar, there is a search bar and a table of training sites. The table has four main columns: Training Site, Training Year, Teaching Program and Sponsoring Institution, and Action. The first two rows of the table are highlighted with a red box and a callout bubble labeled '1' that says 'Names, type, location, and MERC ID of Training site'. The first row shows a training site with Type: HOSPITAL, Location: MINNEAPOLIS, and MERC ID: [REDACTED]. The second row shows a training site with Type: HOSPITAL, Location: MINNEAPOLIS, and MERC ID: [REDACTED]. The third and fourth rows show training programs for Physician Assistants and General Practice Dentistry, respectively, with their respective FTEs and statuses. The Action column for each row contains buttons for Edit, View, and Expenditures. A callout bubble labeled '2' points to the search bar, which says 'Option to search by site name'. A callout bubble labeled '3' points to the Expenditures button, which says 'Click here to access Expenditure Application'.

Home / Minnesota Clinical Training Site / Clinical Training Site Applications

Clinical Training Site Applications

Option to search by site name

Search:

Show 10 entries

Training Site	Training Year	Teaching Program and Sponsoring Institution	Action
Training Site Type: HOSPITAL Location: MINNEAPOLIS MERC ID: [REDACTED]	2018	Teaching Program (Type) Total FTEs: 12.0 Physician Assistant (Physician Assistants) Status: NEW Sponsoring Institution [REDACTED]	Edit View Expenditures
Training Site Type: HOSPITAL Location: MINNEAPOLIS MERC ID: [REDACTED]	2018	Teaching Program (Type) Total FTEs: 12.6733 General Practice Dentistry (Dental Residents) Status: NEW Orofacial Pain (Dental Residents) Status: NEW Orthodontics (Dental Residents) Status: NEW Physician Assistant (Physician Assistants) Status: NEW Sponsoring Institution [REDACTED]	Edit View Expenditures

Names, type, location, and MERC ID of Training site

Click here to access Expenditure Application

MERC Expenditure Application Instructions

MERC Grant Clinical Training Expenditures

The expenditure report contain six main sections. It is recommended that users complete the MERC Grant Expenditures FY2018 Clinical Training spreadsheet prior to completing the online expenditure report.

The expenditure report sections contain:

- Site Application Information
- Expenditure Report Requirements
- Direct Costs
- Indirect Costs
- Expenditure Summary
- Signature of Authorized Representative

Figure 8

The screenshot shows the user interface for the '2018 Minnesota Clinical Training Site Grant Application'. At the top, the Minnesota Department of Health logo is on the left, and the application title is on the right. Below the header is a navigation bar with links for Home, Admin, Applications, and the user's email address. The main content area features a breadcrumb trail: Home / Minnesota Clinical Training Site / Clinical Training Site Applications / MERC Grant Clinical Training Expenditures. The title 'MERC Grant Clinical Training Expenditures' is prominently displayed. A blue box with white text states 'Items with an * are required.' and a 'Print Expenditures' button is in the top right. A list of six sections is shown as blue buttons with right-pointing chevrons: 'Site Application Information', 'Expenditure Report Requirements', 'Direct Costs', 'Indirect Costs', 'Expenditure Summary', and 'Signature of Authorized Representative'. A red rectangular box highlights the first three sections. A blue callout box with white text points to the 'Direct Costs' section, containing the text: 'The Expenditure Report contain six main sections. Training Sites should complete the MERC Grant Expenditure FY2018 Clinical Training spreadsheet prior to completing the online Expenditure Report.' At the bottom, there are 'Save' and 'Submit Expenditures' buttons.

MERC Expenditure Application Instructions

Site Application Information

Steps for completing this section:

1. The information in this section will reflect the grant application.
2. Sites with fewer than 0.10 clinical trainees do not meet the minimum qualifications to continue to Step 2 of the grant application process. Sites meeting the minimum FTE requirement must submit an expenditure report by **December 20, 2019**. The FTEs for each Trainee Type will be required to complete the [Clinical Trainee 2018 section](#) within the MERC Expenditures tab of the MERC Grant Expenditure FY2018 Clinical Training Spreadsheet.
3. Sites can determine the total FTEs by trainee type by:
 - a) Running a training site report from within the grant application portal.
 - b) Refer to the summary section of the expenditure report.

Figure 9

2018 Minnesota Clinical Training Site Grant Application

MERC Grant Clinical Training Expenditures

Items with an * are required.

Print Expenditures

Site Application Information

Training Site: [REDACTED]
Type: PHYSICIAN
Location: [REDACTED]
Address: [REDACTED]
MERC ID: [REDACTED]

Trainee Type	Sponsoring Institution	Teaching Program	Trainee Setting	Fulltime Equivalent (FTE) Clinical Trainee
Advanced Practice Nurses	TEST Sponsor Name Sample Status: SP-SUBMITTED	Test Program Sample C (Advanced Practice Nurses) Status: TP-SUBMITTED FTEs: 2.0	AMBULATORY	2.0
Medical Residents	TEST Sponsor Name Sample Status: SP-SUBMITTED	Test Program Sample B (Medical Residents) Status: TP-SUBMITTED FTEs: 3.0	AMBULATORY	3.0
Physician Assistants	TEST Sponsor Name Sample Status: SP-SUBMITTED	Test Program Sample A (Physician Assistants) Status: TP-SUBMITTED FTEs: 1.1111	AMBULATORY	1.1111
Total Site FTEs: 6.1111				

Site Application Information section provide users with information about training type, sponsoring institution, teaching program, trainee setting, and the number of FTEs reported.

Section can be minimize for better viewing option

FTEs by Trainee Type

Total Site FTEs

MERC Expenditure Application Instructions

Expenditure Report Requirements


Sites are required to submit clinical training expenditures to continue the application process. If the training site chooses to withdraw their grant application and forgo reporting expenditures, follow the steps below to close the application process.

Withdrawing the Grant Application

By withdrawing the grant application, the site will no longer be eligible for grant funding.

Steps for withdrawing grant application (figure 10):

1. Click the “Withdraw Grant Application” button.
2. An alert message will warn the site of their confirmation to withdrawal their grant application.

 I certify that the clinical training site I represent is opting out of the required clinical training expenditure report by withdrawing their MERC grant application. By withdrawing, I understand the site will not be eligible for a grant. This will close the grant application.

3. Representative authorization - click the box to certify approval to withdraw the grant application.

Signature of Authorized Representative

I certify that I am an authorized representative approved by the facility named above. I have sufficient knowledge about the facility's MHCP enrollment, identification numbers used for Medicaid billing, and clinical medical education costs. I attest that the training facility hosted clinical trainees in fiscal year 2018. I am aware that the data I provide in the application and expenditure report will be used for grant eligibility and calculations. The data included is accurate and I will comply with all laws related to MERC statute 62J.692.

4. Authorized Representative's information will populate and serve as an electronic signature once certification box has been checked.

Name:
Paia Vang
Title:
Workforce Grant Administrator
Email:
paia.vang@state.mn.us
Date Signed:
11/08/2019

5. Click “Withdraw Grant Application” button to submit withdrawal request.

Save

Withdraw Grant Application

MERC Expenditure Application Instructions

Figure 10

m 2018 Minnesota Clinical Training Site Grant Application

MERC Grant Clinical Training Expenditures

Items with an * are required. Print Expenditures

Site Application Information

Expenditure Report Requirements

Total Site FTE is **72.5543**. This facility meets the minimum total FTE of 0.10.

Expenditure reports will be accepted until 5 pm on December 20, 2019. Grant applicants must adhere to the expenditure deadline to qualify.

Grant amounts are determined based on the eligibility criteria and formula defined in Minnesota Statute 62J.692. Available funding will not exceed the facility's reported clinical training expenses for qualifying MERC programs and trainees.

Withdraw Grant Application **1**

⚠ I certify that the clinical training site I represent is opting out of the required clinical training expenditure report by withdrawing their MERC grant application. By withdrawing, I understand the site will not be eligible for a grant. This will close the grant application.

Signature of Authorized Representative

I certify that I am an authorized representative approved by the facility named above. I have sufficient knowledge about the facility's MHCP enrollment, identification numbers used for Medicaid billing, and clinical medical education costs. I attest that the training facility hosted clinical trainees in fiscal year 2018. I am aware that the data I provide in the application and expenditure report will be used for grant eligibility and calculations. The data included is accurate and I will comply with all laws related to MERC statute 62J.692. **2**

Name: **3**

Title:

Email:

Date Signed:

4 Save Withdraw Grant Application

MERC Expenditure Application Instructions

Direct Costs

Direct costs are costs for activities, goods, or services that benefit, and can be traced to, a specific project. As much as possible, grant funds should support direct costs that correspond with program activities (as opposed to direct costs that correspond with administrative activities).

Student/Resident Trainee Stipend & Benefits

Trainee stipends are the salary or allowance paid to the residents/students of the program(s). Benefits are compensation provided to the residents/students in addition to their salary or allowance.

Only expenditures for trainees associated with the MERC grant application can be claimed.

Steps for completing this section:

1. Enter in annual trainee stipends and benefit amount for each applicable trainee type. Only use whole numbers. (#1 in figure 11)
2. Click "Calculate Totals" to sum the cost category for Student/Resident Trainee Stipends & Benefits before proceeding to the next section. (#2 and 3 in figure 11)

Figure 11

The screenshot shows a web application interface for entering trainee stipend and benefit data. It features a table with columns for Trainee Type, FTE Clinical Trainees, and Trainee Stipends/Benefits (Annual). Two rows are visible: Medical Residents (13.0 FTE) and PharmD Residents (35.0 FTE). Each row has a corresponding input field for the annual cost, both currently set to '\$ Enter whole dollar or 0'. A 'Calculate Totals' button is located below the table. At the bottom, a 'Total cost' label is shown next to a value of '\$0.00'. Three numbered callouts provide instructions: 1. Points to the input fields with the text 'Enter in annual cost(s) for each reported trainee type(s) related to trainee stipends/benefits.' 2. Points to the 'Calculate Totals' button with the text 'Click "Calculate Totals"'. 3. Points to the 'Total cost' label with the text 'Total cost'.

Trainee Type	FTE Clinical Trainees	Trainee Stipends/Benefits (Annual)
Medical Residents	13.0	\$ Enter whole dollar or 0
PharmD Residents	35.0	\$ Enter whole dollar or 0

Calculate Totals

Total cost: \$0.00

MERC Expenditure Application Instructions

Faculty/Preceptor Stipend & Benefits

This section collects salary and benefits paid to preceptors and calculates a portion attributed to direct clinical training.

Figure 12.1 and 12.2 illustrate the full length of the Faculty/Preceptor Stipends & Benefit section. To navigate, use the tab key to move between the fields or use the scroll bar at the bottom of the section. All fields will need to be completed in this section. Report cost using only whole numbers except for the preceptor time factor field where it will ask for a percentage.

Steps for completing this section:

1. The “?” under the cost categories provide detailed descriptions of cost items that may be included in that cost category.
2. Enter in cost for each cost category. Tab or scroll to the right to move through the section. (Utilize the time factor methodology worksheet and data collected in your excel spreadsheet to complete the fields.)
3. Select methodology used for each Trainee Type.
4. Click “Calculate Totals” to sum the cost category for Faculty/Preceptor Stipends & Benefits. (#5 and 6 in figure 12.1 or #2 and 3 in Figure 12.2)

Figure 12.1

The screenshot shows the 'Faculty / Preceptor Stipends & Benefits' section of an application. It features a table with columns for Type, Trainees, Preceptor Stipend & Benefits (Average Annual), Preceptor Time Factor, Methodology, FTE, Calculated Faculty Cost, and Flat Teaching Stipend Paid. Two rows are visible: 'Advanced Practice Nurses' and 'Clinical Social Workers'. The interface includes a scroll bar at the bottom and a 'Calculate Totals' button. A total summary row at the bottom shows 'Total Faculty / Preceptor Stipends & Benefits' with a value of '\$0.00'. Several callouts and text boxes provide instructions: 1. Points to the cost input field. 2. Points to the methodology dropdown menu. 3. Points to the stipend paid input field. 4. Points to the scroll bar. 5. Points to the 'Calculate Totals' button. 6. Points to the total summary row. A yellow alert box at the top right says 'Alert section: Help provide additional information to help guide users in completing their report application.' A black tooltip over the methodology dropdown says 'Identify the methodology used in reporting the time factor. See Time Factor worksheet for reporting methodology descriptions: A, B, or C.' A blue callout box says '“?” provide details of costs included in each cost category.' Another blue callout box says 'Select methodology used for each training type.' A blue callout box at the bottom left says 'Enter in expenses for each cost category - use only whole numbers'. A blue callout box at the bottom right says 'Scroll bar - All fields must be complete or have a numerical number'.

Type	Trainees	Preceptor Stipend & Benefits (Average Annual)	Preceptor Time Factor	Methodology	FTE	Calculated Faculty Cost	Flat Teaching Stipend Paid
Advanced Practice Nurses	12.0	\$ Enter whole d	Enter percent %	---Select---		\$0.00	\$ Enter who
Clinical Social Workers	25.0	\$ Enter whole d	Enter percent %	---Select---		\$0.00	\$ Enter who
Total Faculty / Preceptor Stipends & Benefits						\$0.00	

MERC Expenditure Application Instructions

Figure 12.2

Faculty / Preceptor Stipends & Benefits

Please use the scroll bar below to scroll right to view **Flat Teaching Stipend Paid** and **Preceptor Training Costs**.

Time Factor Methodology
A. Extra time added to the preceptors day
B. Hospital Medicare Cost Report
C. Patient care department data/preceptor time studies

Preceptor Time Factor	Time Factor Methodology	Calculated Faculty FTE	Calculated Faculty Cost	Flat Teaching Stipend Paid	Preceptor Training Costs	Total
Enter percent %	---Select---		\$0.00	\$ Enter whole di	\$ Enter whole di	\$0.00
Enter percent %	---Select---		\$0.00	\$ Enter whole di	\$ Enter whole di	\$0.00

Enter in expenses for each cost category - use only whole numbers

Scroll bar

Calculate Totals

Click "Calculate Totals"

Total Faculty / Preceptor Stipends & Benefits: \$0.00

MERC Expenditure Application Instructions

Operating Costs Directly Related to Training MERC Eligible Trainees

Expenses directly related to training MERC eligible trainees.

Administrative Support Costs: Include costs related to administrative record keeping, administrative materials, administrative support staff, supplies, postage, and printing.

Trainee On-Boarding Costs: Include initial and recurring costs related to ACGME, certification, testing, lab coats, computer equipment, software, cell, pager, recruitment, and advertising.

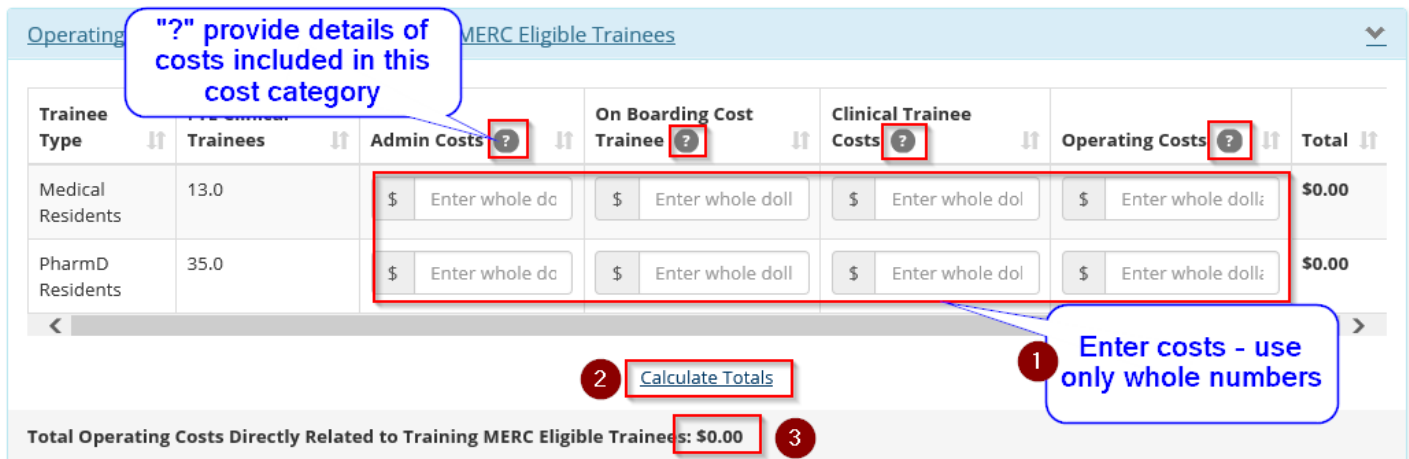
Clinical Trainee Costs: Include costs related to malpractice insurance, conference training and travels, dues, subscriptions, books, food, parking and mileage, skills labs and simulation center, student/resident housing stipends, orientations, receptions, retreats, library, and IT/email/software licensing.

Operating Costs: Include costs related to fees paid to program sponsor(s), call room lease, security, housekeeping, non-preceptor clinical support staff related training, and MMCGME fees.

Steps for completing this section:

1. “?” provide additional detail, definitions, or cost items that may be included in each cost category.
2. Enter in cost for each of the cost categories. Tab or scroll to the right to move through the section.
3. Click “Calculate Totals” to sum cost categories.

Figure 13



Trainee Type	Trainees	Admin Costs ?	On Boarding Cost Trainee ?	Clinical Trainee Costs ?	Operating Costs ?	Total
Medical Residents	13.0	\$ Enter whole dc	\$ Enter whole doll	\$ Enter whole dol	\$ Enter whole doll:	\$0.00
PharmD Residents	35.0	\$ Enter whole dc	\$ Enter whole doll	\$ Enter whole dol	\$ Enter whole doll:	\$0.00

Annotations:

- 1. Enter costs - use only whole numbers (points to the input fields)
- 2. Calculate Totals (points to the button)
- 3. Total Operating Costs Directly Related to Training MERC Eligible Trainees: \$0.00 (points to the total)

MERC Expenditure Application Instructions

Cost Incurred by Other Organizations

This section only applies to costs incurred by teaching hospitals and are expenses that have been incurred during the course of the clinical training cycle that were paid by a third party.

If the third-party organization has also applied for the grant, only one applicant, not both, can report expenses. MDH recommends that expenses related to trainee FTEs be reported under the clinical training site where the training occurred. This ensures the costs associated with the trainees have a defined accounting trail.

The third-party organization must be named on the expenditure report.

Examples of costs incurred by other organizations:

- a. Trainee stipends and benefits incurred by the teaching hospital for an outlying clinic.
- b. Hosting fees incurred by teaching hospital for an outlying clinic.

Steps for completing this section:

1. “?” provide additional detail, definitions, or cost items that may be included in each cost category.
2. Enter in cost for each of the cost categories.
3. Enter name of teaching hospital in the “Name of Teaching Hospital” field.
4. Click “Calculate Totals” to sum all cost categories.

Figure 14

Cost Incurred by Other Organizations

Only applies to **costs incurred by teaching hospitals** for an outlying clinic of the hospital.

Trainee Type	FTE Clinical Trainees	Trainee Annual Stipends & Benefits ?	Hosting Fees for MERC Eligible Trainees ?	Name of Teaching Hospital that Incurred the Expenses ?	Total
Medical Residents	13.0	\$ Enter whole dollar	\$ Enter whole dollar c	Enter Hospital Name	\$0.00
PharmD Residents	35.0	\$ Enter whole dollar	\$ Enter whole dollar c	Enter Hospital Name	\$0.00

1 Enter in costs- Use only whole numbers

2 Enter in name(s) of Teaching Hospital

3 Calculate Totals

4 Total Cost Incurred by Other Organizations: \$0.00

MERC Expenditure Application Instructions

Funding & Support Received

Financial resources provided by the government, person, or organization to support the training of residents/students at the clinical training site. The funding the organization receives from these sources reduces the clinical training expenditures claimed for the grant. **Previous MERC grants should not be included.**

Examples of clinical education and training support:

- Medicare direct medical education.
- Federal or State GME grants or GME support.
- GME donations.
- GME private grants.

Steps for completing this section:

1. “?” provide additional detail, definitions, or cost items that may be included in each cost category.
2. Enter clinical education and training support costs for each of the cost categories.
3. Click “Calculate Totals” to sum up costs categories.

Figure 15

Funding & Support Received

Do **NOT** include MERC Grants.

Trainee Type	FTE Clinical Trainees	Medicare Direct Medical Education ?	Incurred Direct Cost on Behalf of Other Organizations ?	Federal GME Grants & Support ?	State GME Grants & Support ?	Other GME Support ?	Total
Medical Residents	13.0	\$ Enter whole	\$ Enter whole dollar c	\$ Enter wh	\$ Enter wf	\$ Enter wf	\$0.00
PharmD Residents	35.0	\$ Enter whole	\$ Enter whole dollar c	\$ Enter wh	\$ Enter wf	\$ Enter wf	\$0.00

1

2 Calculate Totals

Enter in costs - use only whole numbers

3 Total Funding & Support Received: \$0.00

MERC Expenditure Application Instructions

Indirect Costs

Indirect costs are costs for activities, goods, or services that benefit more than one project and cannot be traced to a specific program. These costs are often allocated across an entire agency and multiple programs. In accordance with federal and state requirements, MDH has limits on the amount of indirect costs that can be billed to each grant so grant funds can be used to support direct costs related to program activities.

- As much as possible, grant funds should support direct costs.
- Grant applicants cannot submit only indirect costs.
- Operating expenses reported under direct costs must not be duplicated under indirect costs.

An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees cannot claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on-file the corresponding documentation of that indirect cost rate as outlined below:

Non-Federally Negotiated Indirect Rate

If the site does **NOT** have a federally negotiated indirect cost rate, the site can claim up to **10%** of the grantee's modified total direct costs.

- Grantees must disclose expenses that are included in the indirect portion of the expenses.
- Modified total direct costs (MTDC) consists of direct salaries, wages, and fringe benefits. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of sub-awards that exceeds \$25,000, as applicable.

Steps for completing this section:

1. Click "NO" if there is not a federally negotiated indirect cost rate agreement.
2. Enter percentage of indirect cost rate claimed. (0 to 10 percent)
3. Provide a list of the indirect expense categories being claimed.

MERC Expenditure Application Instructions

Figure 16

The screenshot shows the 'Indirect Costs' section of an application. At the top, there is a question: 'Does site have a federally negotiated indirect cost rate?' with radio buttons for 'YES' and 'NO'. The 'NO' button is selected and highlighted with a red box and a callout bubble containing the number '1' and the text 'Click "NO" if site does NOT have a federally negotiated indirect cost rate agreement.' Below this is a section titled 'Indirect Cost Rate (cannot be greater than 10% without a federal rate agreement):' with a text input field containing 'Enter percentage as digit such as 10 or 1.2 %'. This field is highlighted with a red box and a callout bubble containing the number '2' and the text 'Site can only enter up to 10% of indirect cost rate'. Below the input field is a section titled 'No Federal Negotiated Rate' with a paragraph of text: 'Applicants without a federally negotiated indirect cost rate must disclose expenses that are included in the indirect portion of the expenditures. Indirect costs should not duplicate expenses submitted under direct costs. As much as possible, grantee costs should reflect direct costs.' Below this is a section titled 'List Indirect Expenses Categories' with a list of ten text input fields, each containing the placeholder text 'Enter Indirect Expense Category'. The entire list is highlighted with a red box and a callout bubble containing the number '3' and the text 'Provide a list of indirect expenses categories.' A mouse cursor is visible near the bottom of the list.

Indirect Costs

Does site have a federally negotiated indirect cost rate? YES NO **1**

Indirect Cost Rate (cannot be greater than 10% without a federal rate agreement):

Enter percentage as digit such as 10 or 1.2 % **2**

No Federal Negotiated Rate

Applicants without a federally negotiated indirect cost rate must disclose expenses that are included in the indirect portion of the expenditures. Indirect costs should not duplicate expenses submitted under direct costs. As much as possible, grantee costs should reflect direct costs.

List Indirect Expenses Categories

Enter Indirect Expense Category **3**

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Enter Indirect Expense Category

Provide a list of indirect expenses categories.

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Federally Negotiated Indirect Rate

If the site **has** a federally negotiated indirect cost rate, the site may claim indirect costs up to, but not exceeding, the site's federally negotiated indirect cost rate agreement as applied to the grantees modified total direct costs.

- Grantees must submit proof of the federally negotiated indirect cost rate agreement.
- Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.

Steps for completing this section (Figure 17.1 and 17.2):

1. Click "Yes" if site is claiming a federally negotiated indirect cost rate.
2. Enter in federally negotiated cost rate percentage.
3. Enter in federally negotiated indirect cost rate cap if applicable.
4. Upload a pdf copy of the federally negotiated indirect cost rate agreement.
5. Click box to certify document uploaded matches the indirect rate being claimed, applicable caps, and applicable exclusion reported.
6. Enter in indirect rate exclusions if applicable – use only whole numbers.
7. Click "Calculate Totals" to sum total of Federally Negotiated Indirect Rate Exclusion.

Figure 17.1

The screenshot displays the 'Indirect Costs' section of a web application. It includes several input fields and callouts:

- Does site have a federally negotiated indirect cost rate?** A radio button selection with 'YES' selected (callout 1: 'If site have a federally negotiated indirect cost rate, click the "YES" button').
- Indirect Cost Rate (cannot be greater than 10% without a federal rate agreement):** A text input field with a percentage sign (callout 2: 'Enter in federally negotiated cost rate percentage').
- Federally Negotiated Indirect Cost Agreement Cap (if applicable):** A text input field with a dollar sign and '0' (callout 3: 'Enter in federally negotiated indirect cost rate cap if it is applicable to your training site').
- Federally Negotiated Indirect Cost Rate Agreement:** A file upload area with a '+ Select file to upload:' button (callout 4: 'Upload a pdf copy of the federally negotiated indirect cost rate agreement').
- Verification:** A checkbox labeled 'I have verified the expenditures submitted reflect the federally negotiated indirect costs rate agreement and exclusions.' (callout 5: 'Click box to certify document uploaded is the federally negotiated indirect cost rate agreement and exclusions').

At the bottom, there is a table with columns for 'Filename', 'Download', and 'Remove'. The table is currently empty, showing 'No data available in table'.

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Figure 17.2

Federally Negotiated Indirect Rate Exclusions

Federally Negotiated Indirect Rate Exclusions (if applicable, enter total amount of direct costs that are excluded from indirect rate agreement)

Trainee Type	FTE Clinical Trainees	Indirect Rate Exclusions
Advanced Practice Nurses	6.0	\$ <input type="text" value="Enter whole dollar or 0"/>

1 Enter in indirect rate exclusions if applicable to training site - use only whole numbers

2 [Calculate Totals](#)

Total Federally Negotiated Indirect Rate Exclusions: **\$0.00** **3**

Expenditure Summary

The summary report will list all direct costs (student/resident trainee stipends & benefits, faculty/preceptor stipends & benefits, and operating costs directly related to training MERC eligible Trainees), costs incurred by teaching hospital, indirect costs, funding and support received, total expenditure and total expenditure per FTE clinical trainee.

Slight variations may exist when comparing the spreadsheet totals to the application portal totals due to rounding.

Figure 18

Expenditure Summary

Trainee Type	FTE Clinical Trainees	Direct Costs	Costs Incurred by Teaching Hospital	Indirect Costs (No Federal Rate Agreement)	Funding & Support Received	Total Expenditures (less funding & support received)	Total Expenditures per FTE Clinical Trainee
PharmD Residents	4.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures (less funding & support received): \$0.00							

The Expenditure Summary will list each cost categories per Trainee Type and list the Total Expenditures (less funding & support received).

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Signature of Authorized Representative

Do not sign off until the report is final and ready to be submitted. Save the report to finalize at a later date, or sign off and submit using the instructions below.

PLEASE DOUBLE CHECK YOUR WORK. Once the expenditure has been submitted using the online portal, sites will NOT have the ability to amend their information.

Steps for completing this section:

1. Click box to certify that the information submitted is accurate, complies with all laws related to MERC statute 62J.692 and is the authorized individual to complete this report.
2. Authorized Representative's contact information will auto populate and serve as an electronic signature.
3. Click "Save" to save work.
4. Click "Submit Expenditures" to submit report.

Figure 19

The screenshot shows a web form titled "Signature of Authorized Representative". At the top, there is a checkbox labeled "1" with the text: "I certify that I am an authorized representative approved by the facility named above. I have sufficient knowledge about the facility's MHCP enrollment, identification numbers used for Medicaid billing, and clinical medical education costs. I attest that the training facility hosted clinical trainees in fiscal year 2018. I am aware that the data I provide in the application and expenditure report will be used for grant eligibility and calculations. The data included is accurate and I will comply with all laws related to MERC statute 62J.692." Below this is a form with four fields: "Name:", "Title:", "Email:", and "Date Signed:". A red box labeled "2" encompasses these four fields. At the bottom of the form are two buttons: "Save" (highlighted in green) and "Submit Expenditures". A red box labeled "3" encompasses these two buttons. To the right of the form is a blue-bordered text box containing the following instructions: "1) Click box to certify Training Rep whom is authorized to complete this report. 2) Name, Title, Email and Date of Signature will automatically populate once box has been click with Rep's info. 3) Click 'Save' to save work. 4) Click 'Submit Expenditures' once report is ready to be submitted. Red arrows point from the text box to the checkbox, the form fields, and the buttons.

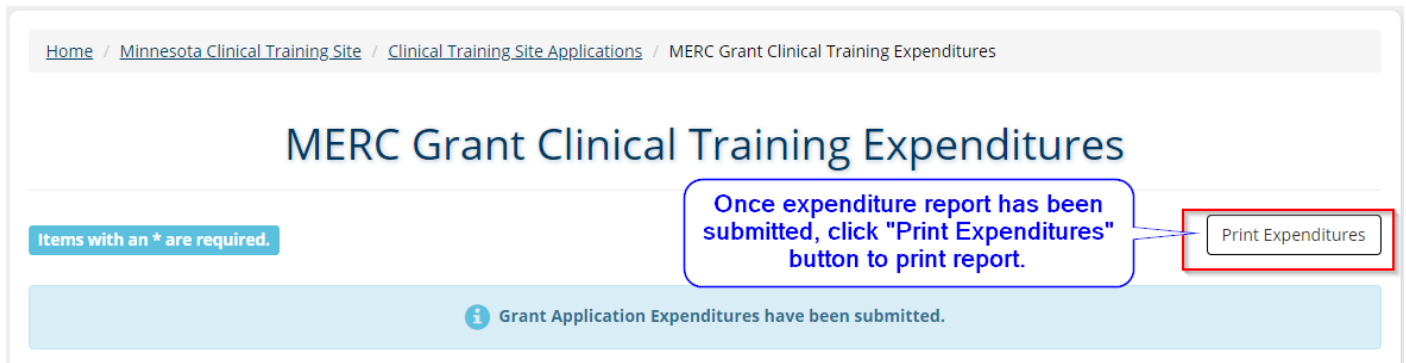
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Submit Expenditure

Once the report has been successfully submitted, site can print a copy of the report for their record.

The print function may not be available initially. This function will be added within a week of the expenditure process opening.

Figure 20



Reports

Training sites can print a copy of their submitted expenditure report for record retention purposes.