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| Policy #: 022.000 |
| Policy Title: Resident/Fellow Educational Funds |
| Sponsor: Sudhagar Thangarasu, MD; DIO |
| Approved by: Graduate Medical Education Committee |

Purpose

Florida International University (FIU) has adopted the following policy to establish guidelines for the timely approval, appropriate utilization, payment and/or reimbursement of educational funds sponsored by the institution.

Definitions

Educational Incentive: Funds provided by the institution in order to offset the costs of resident/fellow medical license(s) and board exams only.

Scholarly Activity Stipend: Funds provided by the institution in order to offset the costs of resident/fellow scholarship.

Background

FIU policy details the submission, approval, payment and/or reimbursement of funding provided by the institution *throughout the course of resident's/fellow's employment*. Graduate Medical Education (GME) programs must adhere to university guidelines related to purchasing, travel, and reimbursement found in the Travel & Other Expenses Manual developed by the Office of the Controller at FIU. Furthermore, the GME Committee provides oversight of salaries and benefits offered to residents/fellows, and as such, committee members have approved the amount of funding allotted to each resident/fellow.

Policy

This policy addresses resident/fellow educational funds provided by the institution. The purpose of the policy is to describe the types of funding along with the specification of items eligible to be funded. The aim of the policy is to ensure that educational funds are appropriately requested, utilized, paid for, and/or reimbursed.

Educational Funding Types and Eligibility***Educational Incentive***

All items under the Educational Incentive will either be paid via Payor Codes or will be purchased in advance by the program. Reimbursement is *not* guaranteed for any purchase.

Residents/Fellows will receive:

1. \$1,500.00 for the duration of the program, if their training program ≤ 3 years
2. \$2,500.00 for the duration of the program, if their training program > 3 years

Eligible Items

1. Trainee Medical License
2. Unrestricted Medical License

3. DEA License
4. USMLE Step 3
5. Specialty Board Certification Exam(s)

Scholarly Activity Stipend

All items under the Scholarly Activity fund will be purchased in advance by the program. Any items not listed under “Eligible Items” will need prior approval from the Program Director. Scholarly activity funds do not carry over to the following academic year.

Residents/Fellows will receive:

1. \$1,500.00 annually

Eligible Items

- Conference attendance, including registration, airfare, hotel, and per-diem meals
- Books
- Board review courses
- Professional journal subscriptions
- Professional society membership fees, and/or dues
- Posters and other printing for presentations
- Stethoscope and other tools used for clinical care

Items that are ineligible include, but are not limited to, travel upgrades, podcasts, incidentals, gifts, donations or charitable contributions, and expenses associated with volunteer efforts.

Procedure

All requests must be submitted in a timely manner. Reimbursements are *not* guaranteed by FIU.

Purchase Order and Travel Request Submission Timeline

1. Purchase requests: 45 days in advance
2. Travel requests: 60 days in advance of travel

Purchase Order and Travel Request Submission

1. Complete the necessary request (travel or purchase) on [Finance 360](#) in its entirety
 - a. Copy Program Administrator on the request
 - b. Add Maryam Shakir or Sophia Isoff as the Primary Approver
 - c. Add Irene Delano as the Secondary Approver

Related Policies

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| Author | Maryam Shakir | 6/5/2025 |
| Revised | | |
| DIO Review | Sudhagar Thangarasu, MD; DIO | |
| GMEC Approval | Reviewed and approved | |