



Medical Education & Research Cost (MERC) Funding

APPLICATION INSTRUCTIONS - Minnesota Clinical Training Sites
Fiscal Year 2024 Clinical Training

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[MERC \(https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html)

08/19/2025

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

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MERC Application Instructions

Overview

General Information

Title: Medical Education and Research Cost (MERC) Program

[Program Website \(https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html)

[Application Portal \(https://merc.web.health.state.mn.us\)](https://merc.web.health.state.mn.us)

Application Deadline: September 30, 2025

MERC Program Description

The Medical Education and Research Cost (MERC) Program, authorized by [Minnesota Statute 62J.692](#), provides funding to support clinical medical education throughout Minnesota. Established in 1996 and first funded in 1997, MERC was created in response to a competitive health care environment in which payers became increasingly unwilling to reimburse the additional costs associated with services at teaching facilities.

Clinical education often involves substantial overhead costs that are not covered through standard reimbursement mechanisms. These financial pressures made it increasingly difficult for teaching facilities to maintain education programs without supplemental support.

Because teaching facilities compete directly with non-teaching counterparts, they face persistent challenges in sustaining medical education programs that were historically funded by patient care revenues.

Since 1998, the Commissioner of Health has administered the MERC program to address this funding gap and preserve Minnesota's capacity for high-quality clinical training.

Reporting Period

Applications must reflect clinical training activities that occurred during **fiscal year 2024**.

Eligible Applicants

MERC applications are divided into three organizational roles. Each play a distinct function in the medical education ecosystem:

Role	Definition Summary
Minnesota Clinical Training Site	The Minnesota Health Care Program (MHCP) enrolled practice site (location) where students/residents receive inpatient or outpatient (ambulatory) clinical training.

MERC Application Instructions

Role	Definition Summary
Minnesota Teaching Program	An accredited program at a Minnesota institution responsible for the trainee’s enrollment, overall education, and coordination of clinical training.
Minnesota Sponsoring Institution	A hospital, school, or consortium located in Minnesota that sponsors and maintains responsibility for the organizational and financial oversight of a clinical medical education program. Must be accountable to an accrediting body.

Minnesota Clinical Training Site

A clinical training site must meet the following requirements:

Location & Eligibility

- Site must be in Minnesota.
- Site must be actively enrolled in the Minnesota Health Care Program (MHCP) and have a valid National Provider Identifier (NPI).
- Clinical training must occur in, or under the scope of, an inpatient or ambulatory setting funded in part by patient care revenue.
 - Satellite clinics or other facilities are separate applicants.
 - Site must have Minnesota public program reimbursement revenue on record with the Minnesota Department of Human Services during CY2024 from Medical Assistance/Prepaid Medical Assistance (MA/PMAP).
 - Individual preceptors and departments within a facility should not apply; application must represent the entire facility.

⚠ Training that occurs in nursing facilities, hospital swing bed units, rural health clinics, or federally qualified health centers is not eligible.

Trainee Requirements

Eligible FTE is defined by Minnesota Statute 62J.692, Subd. 1 (h):

“Eligible trainee FTE’s means the number of trainees, as measured by full-time equivalent counts, that are at training sites located in Minnesota with currently active medical assistance enrollment status and a National Provider Identification (NPI) number where training occurs as part of or under the scope of either an inpatient or ambulatory patient care setting and where the training is funded, in part, by patient care revenues. Training that occurs in nursing facility settings, rural health clinics, or federally qualified health centers is not eligible for funding under this section.”

- Site must host eligible trainees from an accredited Minnesota medical education program sponsored by a Minnesota sponsoring institution.

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- Site must provide at least 0.10 FTE (208 hours) of eligible clinical training in fiscal year 2024.
 - FTE minimum is determined by combining FTEs from all eligible sponsoring institutions, teaching programs, and provider types.
- Trainees may receive clinical training in community, home, or school settings – if outside the hospital or clinic, a separate application is required if the site can be or is enrolled in MHCP.

Financial Requirements

- Site must incur a minimum of \$5,000 in clinical training expenditures related to eligible trainees.
- The use of funds is limited to expenses related to clinical training program cost for eligible programs.

Minnesota Teaching Program

Defined by Minnesota Statute 62J.692, Subd. 1(d):

“Clinical medical education program means the accredited clinical training of physicians (medical students and residents), doctor of pharmacy practitioners (pharmacy students and residents), doctors of chiropractic, dentists (dental students and residents), advanced practice nurses (clinical nurse specialists, certified registered nurse anesthetists, nurse practitioners, and certified nurse midwives), physician assistants, dental therapists and advanced dental therapists, psychologists, clinical social workers, community paramedics, and community health workers.”*

Accreditation Requirements

- Program must be accredited by a body recognized by:
 - The U.S. Department of Education
 - The Centers for Medicare and Medicaid Services (CMS)
 - Other nationally approved accreditation entities reviewed and approved by the Commissioner of Health.
- Accreditation must be active at the time of training and ongoing.
- Program must be located in Minnesota.
- The program must have students/residents that received clinical training that was funded in part by patient care revenues and occurred in either an inpatient or ambulatory patient care training sites during fiscal year 2024.

⚠ Special Requirements for Advanced Practice Nurse Sponsorship

Under Minnesota Statute 62J.692 Subd. 3(b), training programs for *Advanced Practice Nursing must be sponsored by:

- University of Minnesota Academic Health Center
- Mayo Foundation
- Institutions part of the Minnesota State Colleges and Universities System
- Institutions that are members of the Minnesota Private College Council

MERC Application Instructions

Minnesota Sponsoring Institution

Defined by Minnesota Statute 62J.692, Subd. 1(e):

“A hospital, school, or consortium located in Minnesota that sponsors and maintains primary organizational and financial responsibility for a clinical medical education program in Minnesota and which is accountable to the accrediting body.”

Funding

Funding Summary

Funding for the MERC Program in state fiscal year 2026 is sourced from:

MERC Funding Source	Estimated Amount
Cigarette Tax/Match	\$7,627,010
General Fund	\$1,000,000
Health Care Access Fund	\$1,000,000
Estimated Number of Awards	Unknown (formula-based)
Estimated Award Maximum	Unknown (formula-based)
Estimated Award Minimum	\$5,000 (must meet eligibility formula)


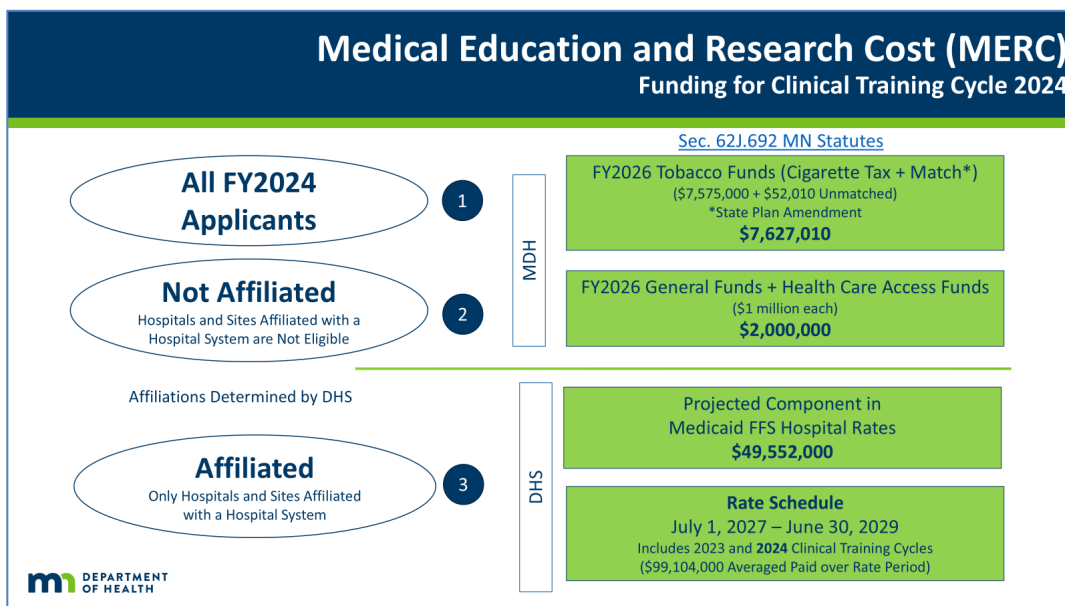
 Eligible hospitals and affiliated sites may also qualify for a medical education rate factor through the Department of Human Services (DHS) Fee-for-service (FFS) rates.

Figure 1

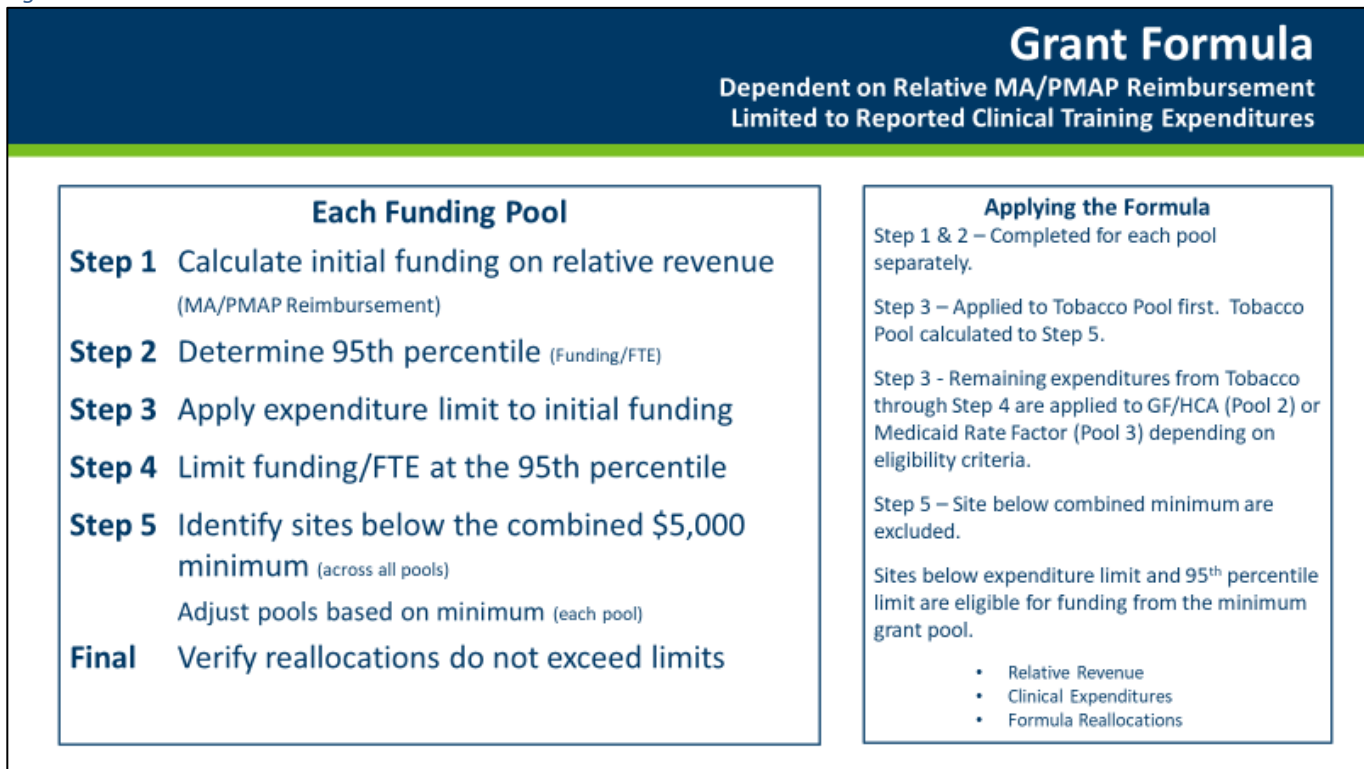


MERC Application Instructions

Formula Determination

Funding is determined using the eligibility criteria and distribution [formula](#) defined in [Minnesota Statute 62J.692](#), which accounts for Medical Assistance and Prepaid Medicaid Assistance (MA/PMAP) reimbursements on record with the Department of Human Services (DHS), clinical training expenditures and trainee FTEs at qualifying sites.

Figure 2



Announcement & Distribution

MERC funding will be announced by April 30, 2026, via [GovDelivery](#) (see [Communication](#) regarding signup).

- A summary of funding will be posted on the MERC website under [publications](#).
- Detailed funding reports will be available to applicants in the [application portal](#).
 - See [Reports](#) and [Grant Verification Reporting \(GVR\)](#).
- Funding will be awarded to eligible sites through their sponsoring institution.
 - The sponsoring institution will distribute funding in accordance with their grant agreement.
 - Sites can expect funding the earlier of 60-days after the announcement or by June 30, 2026.
 - Selected clinical training sites must submit their [Grant Verification Reporting \(GVR\)](#) and a system generated accounting report or statement showing receipt of funding from the sponsors.

MERC Application Instructions

Application Deadline

Clinical training sites must complete a two-step process to apply.

 Both steps must be submitted by **4:30 p.m. Central Time** on the respective deadlines.

 Detailed instructions and screen examples are provided in the following pages.

Step One – Initial Application

- **Opens: September 1, 2025**
- **Due: September 30, 2025**

- Using trainee data from the teaching program, identify the practice location, facility type, and associated sponsoring institution(s) and teaching program(s).
- The application will automatically link to the associated teaching program(s) upon submission.
- The sponsoring institution(s)/teaching program(s) must approve the application before including it in their submission MDH.

 **Important:** Site that do not submit Step One by the deadline will not be considered.

Step Two – Expenditure Reporting


- **Opens: November 15, 2025**
- **Due: December 15, 2025**

- Clinical training expenditures must be provided for the trainees included in the initial application.
- These expenditures are used in the distribution formula.

 **Important:** Site that do not submit Step Two by the deadline will be disqualified.

Late Submission Policy

MDH will not accept late submissions under any circumstance. It is the sole responsibility of the applicants to plan ahead and account for any potential delays.

 MDH recommends completing submissions at least **three calendar days before each deadline** to avoid unforeseen complications. MDH will not be responsible for delays caused by notification, computer, or technology problems. This extends to the submission of information between the clinical training sites and their teaching programs and sponsoring institutions.


MERC Application Instructions

Key Dates & Milestones

Pre-Application


Activity	Date
Registration – Portal Opens	August 15, 2025
Collect Trainee Reports from the Teaching Programs	August 15-31, 2025

Step One – Initial Application

Activity	Date
Complete Site Demographics	After Pre-Application Steps
Begin Site Application	September 1, 2025
Application Deadline	September 30, 2025 
Verify Submission to Teaching Programs	September 30, 2025
Verify Approval to Teaching Programs	October 15-20, 2025
Verify Final Submission by Sponsor	October 31, 2025

 Applicants must actively monitor their [application status](#) in the portal after submitting to the teaching program.

Step Two – Expenditure Reporting

Activity	Date
Expenditure Reporting Opens	November 15, 2025
Expenditure Report Deadline	December 15, 2025 


Post-Submission & Funding Milestones

Activity	Date
Funding Announcement	April 30, 2026 (or before)
Funding Released to Eligible Sites by Sponsors	Within 60 days of Announcement

Final Reporting

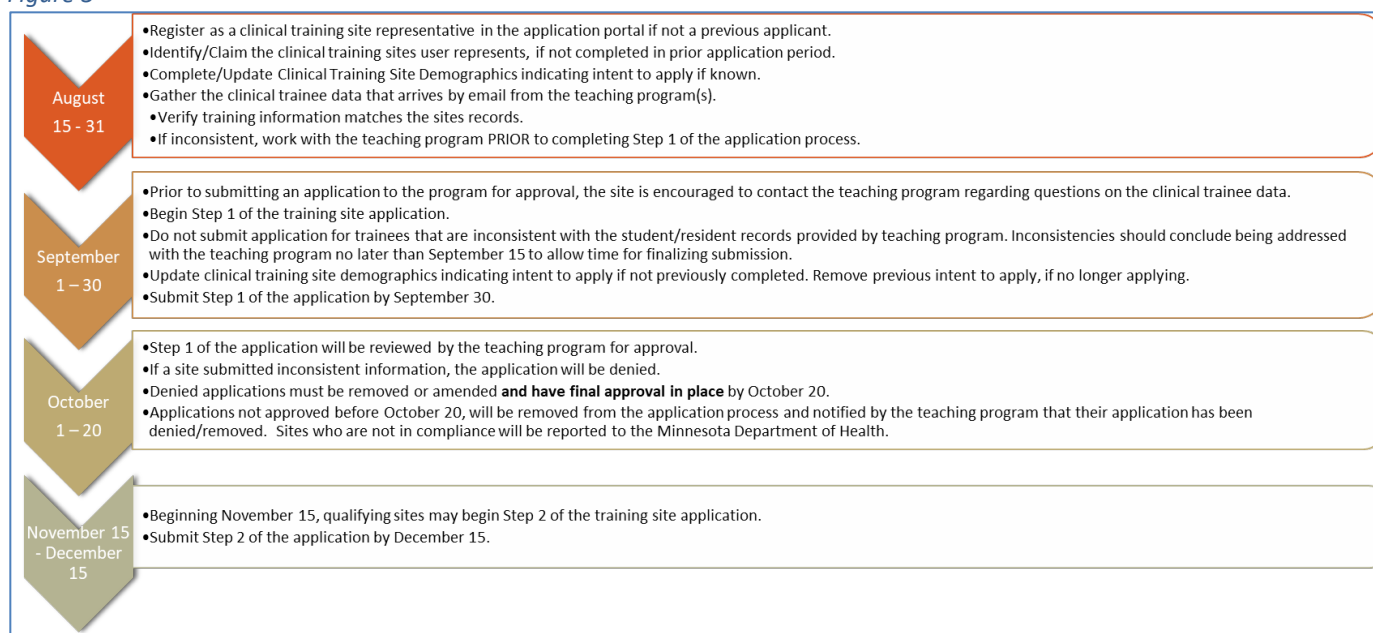
Activity	Date
Grant Verification Report (GVR) Opens	May 15, 2026 (or before)

MERC Application Instructions

Activity	Date
GVR Deadline (selected sites)	July 15, 2026 (or before) 
MERC Portal/Cycle Closes	July 30, 2026

The [Submission Timeline \(PDF\)](#) below can also be found on the [MERC website](#).

Figure 3



MERC Application Instructions

Workflow

Figure 4

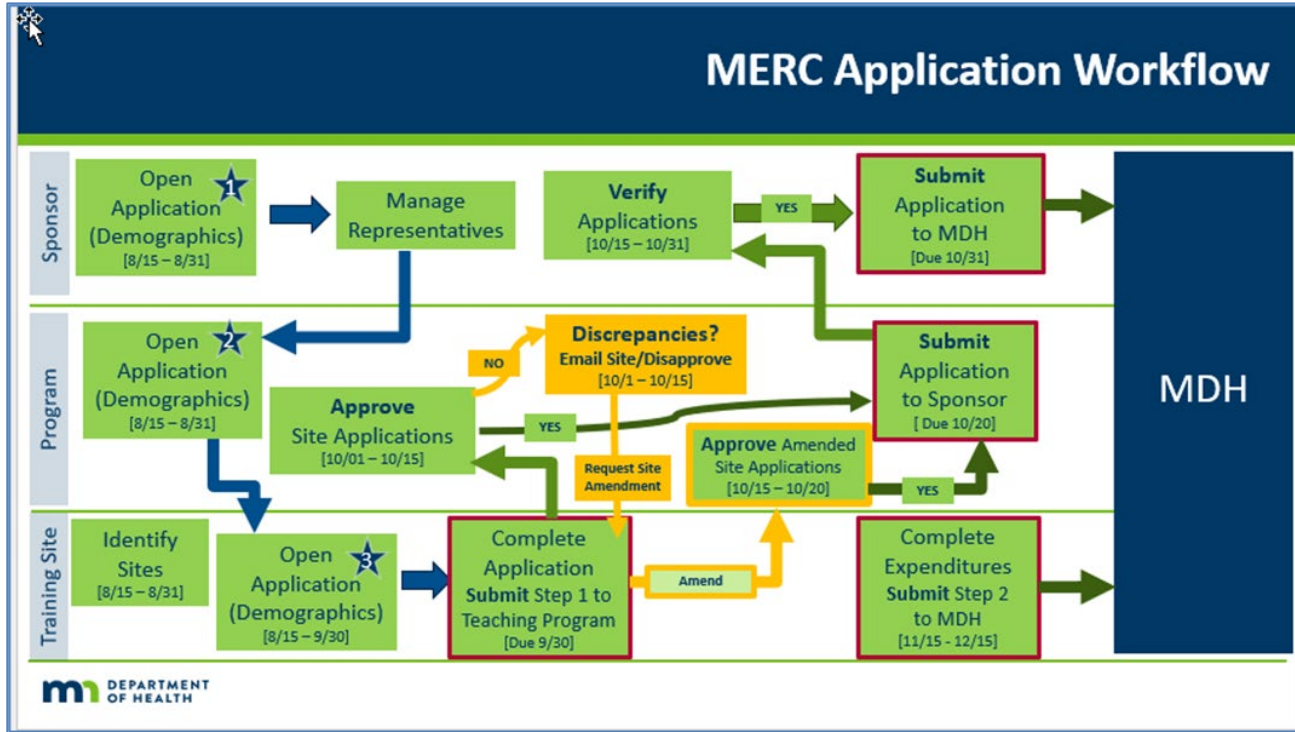
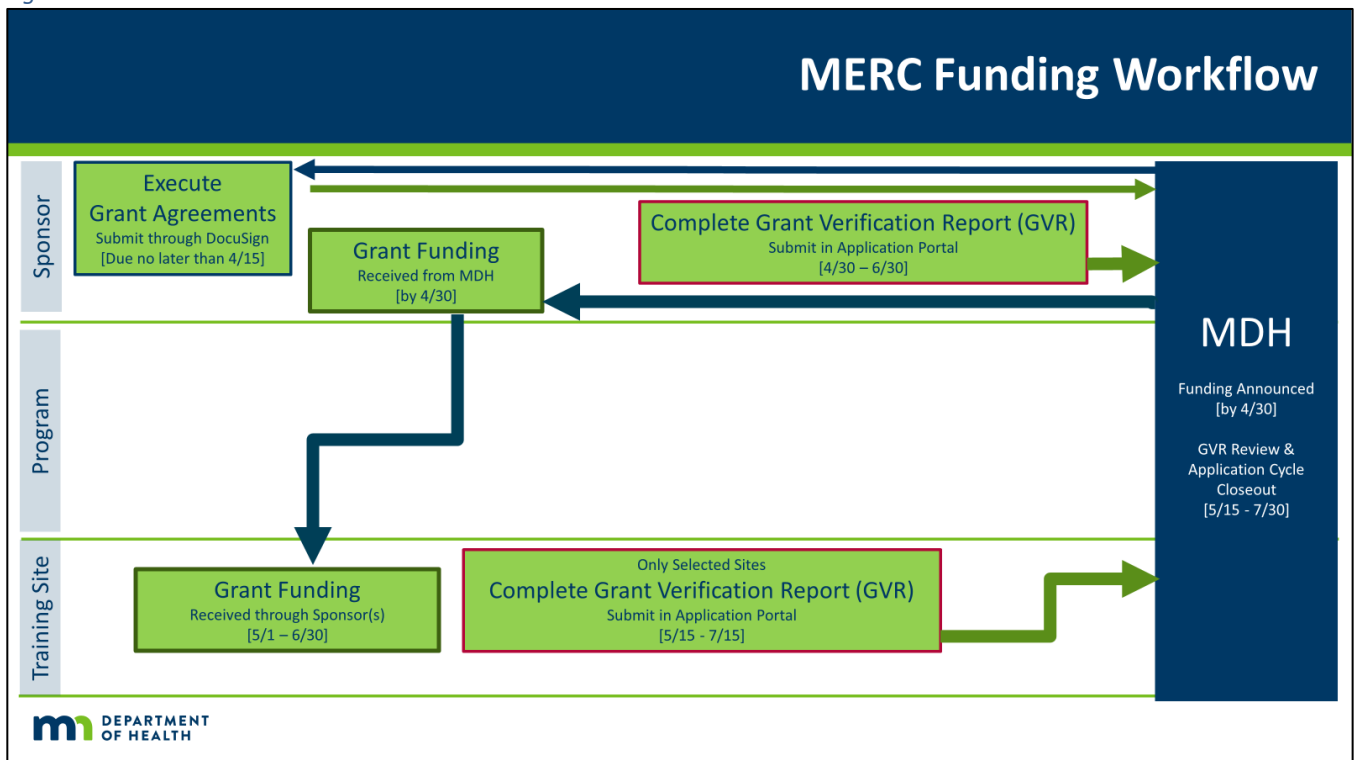


Figure 5



MERC Application Instructions

Questions & Communication

Please submit questions in writing by **4:30 p.m. Central Standard Time (CST), on September 25, 2025.**

Program	Email
MERC Program	health.merc@state.mn.us
Site-Sited Clinical Training (SBCT) Program	ClinicalTraining.MDH@state.mn.us

⚠ Identify the Application ID Number and clinical training site name in all correspondence.

Stay Informed

Subscribe to [GovDelivery](#) to receive MERC notifications and announcements.

Quick References

- [MERC Information](#)
- [MERC Committee](#)
- [MERC Definitions](#)
- [MERC History](#)
- [Legislation](#)
- [MERC Publications](#)

- New Representatives or Email Change
 - [Register](#) for account in the portal.
 - Update [User Profile](#)
- Completing an Application
 - [Identifying New Applicants](#)
 - [Clinical Training Site Demographics](#)
 - [Clinical Training Site Application - Step One](#)
 - [Clinical Training Site Expenditures - Step Two](#)
- Reports
 - [Training Site Reports](#)
 - [Grant Verification Reports](#)

MERC Application Instructions

Application and Submission Instructions

This section outlines the role of the Minnesota Clinical Training Site in the application process.

Key Portal Features – Dual Application

The MERC Application Portal supports submissions for both the [Medical Education and Research Cost \(MERC\) Program](#) and the [Site-Based Clinical Training \(SBCT\) Program](#). While this manual focuses on the MERC Program, the following integration details are important for Minnesota clinical training sites who may apply for:

- MERC only
- SBCT only
- Both MERC and SBCT

⚠ Important: If applying for both MERC and SBCT, the site must elect upfront to apply for both MERC and SBCT. This application is then submitted simultaneously through the portal.

Shared Portal Functions: To streamline the process, the MERC portal collects additional data from the training site required for SBCT without affecting MERC's core submission steps.

Separate Grant Verification Reports (GVRs): After funding is determined, the portal generates distinct GVRs to ensure accurate tracking and distribution of funds.

SBCT Program Eligibility: The SBCT program supports clinical training sites as defined in [Minnesota Statutes 144.1508](#). Visit the [SBCT Grant webpage](#) for eligibility and program guidance.

SBCT Administration: The SBCT program is authorized and administered separately from MERC. Questions about SBCT eligibility or application assistance may be directed to ClinicalTraining.MDH@state.mn.us.

Application Process

Minnesota Clinical Training Site

A training site is where the students/residents gain clinical training experience in an inpatient or ambulatory patient care setting in Minnesota.

Application Components

Each training site must complete/submit:

- Site Demographics
- Application
- Expenditure Report

MERC Application Instructions

Prior to the Application: Collecting Clinical Trainee Reporting

Before starting the application, training sites that hosted fiscal year 2024 trainees will receive an email from the accredited teaching program that placed students/residents at the site. This email is expected by August 31, 2025, and will contain trainee data required for the application.

Purpose of the Data

Training sites will use the submitted data to:

- Complete the application
- Report clinical training expenditures

Data Elements

At a minimum, the trainee data will include:

- Training site name and address.
- Sponsoring institution name.
- Teaching program name and contact information.
- Trainee/Program type (provider category): Advanced Dental Therapists, Advanced Practice Nurses, Chiropractic Students, Clinical Social Workers, Community Health Workers, Community Paramedics, Dental Residents, Dental Students, Dental Therapists, Medical Residents, Medical Students, PharmD Residents, PharmD Students, Physician Assistants, or Psychologists.
- Trainee setting: Inpatient, Ambulatory, or Both.
- Dates of training.
- Fulltime Equivalent (FTE) clinical trainee count.

FTE = Clinical Training Hours ÷ 2,080 (maximum of 1.0 FTE per individual)

- Clinical Training Hours = ((Student/Resident x Weeks in Rotation) x Hours per Week)
- 1.0 FTE = 2,080 hours, 52 weeks, or 260 days.
- One person cannot exceed 1.0 FTE.
FTEs must be truncated at four decimal places (do not round).

⚠ Important: Any inconsistency in the trainee data must be resolved with the teaching program **before** submitting the application. Inaccurate or unmatched data may result in denial of the application.

MERC Application Instructions

Accessing the Application Portal

All grant applications must be completed electronically through the online portal:

<https://merc.web.health.state.mn.us>.

Figure 6



Portal Navigation

- Top black menu bar: Quick links for navigation.
- Breadcrumb links below the black menu bar: Navigate to previous pages.
- The Home screen contains links to instructions/materials and general MERC program details.
- **Start the application by clicking Sign in the top menu (Figure 6).**

🔔 MDH may post system alerts/notices below the top menu bar. Always refer to these messages when using the portal.

⚠️ Important Usage Notes:

- Do not use browser autocomplete for names and addresses.
- Only submit data relevant to fiscal year 2024 clinical training.
- Step-by-step screens and examples are provided for reference only (Figure 6).

MERC Application Instructions

Applicant Registration & Sign In

Figure 7

The screenshot shows the login and registration interface for the MERC application. At the top left is the logo for the Minnesota Department of Health, consisting of a stylized 'm' and the text 'DEPARTMENT OF HEALTH'. The main heading is 'Log in to merc-realm'. Below this, there are two input fields: 'Email' with the value 'diane.reger@state.mn.us' and 'Password' with masked characters. A 'Remember me' checkbox is present, and a 'Forgot Password?' link is on the right. A blue 'Log in' button is centered below the password field. At the bottom, there is a 'New user? Register' link. Two callout boxes with red arrows point to the 'Log in' button and the 'New user? Register' link. The 'Returning Users' box points to the 'Log in' button, and the 'New Users' box points to the 'New user? Register' link.

Once you click Sign in on the top menu bar, you'll be asked to log in or register.

Registration Guidelines

- Usernames are email-based and must belong to your organization.
- Each user must register separately.
- Emails must be verified promptly to activate your account.
- Passwords are case sensitive.
- The application will time out after 15 minutes of inactivity. Unsaved data will be lost.

(See Figure 8 for a registration example.)

New Users

If you're accessing the portal for the first time:

- Click Register (Figure 7).
- Complete all registration fields (Figure 8).
 1. Your username must be a unique organizational email address (no personal emails).
 2. Click Register to submit.
 3. Verify your email address within 15 minutes by following the instructions in the email.
 - If you do not receive an email to verify registration, check your junk mail/spam folder (add health.merc@state.mn.us to your email safe senders).

MERC Application Instructions

Returning Users

If you've previously registered:

- Enter your username (email address) and password.
- Click Log In to access your account.
- Proceed to User Profile (see Figure 9).


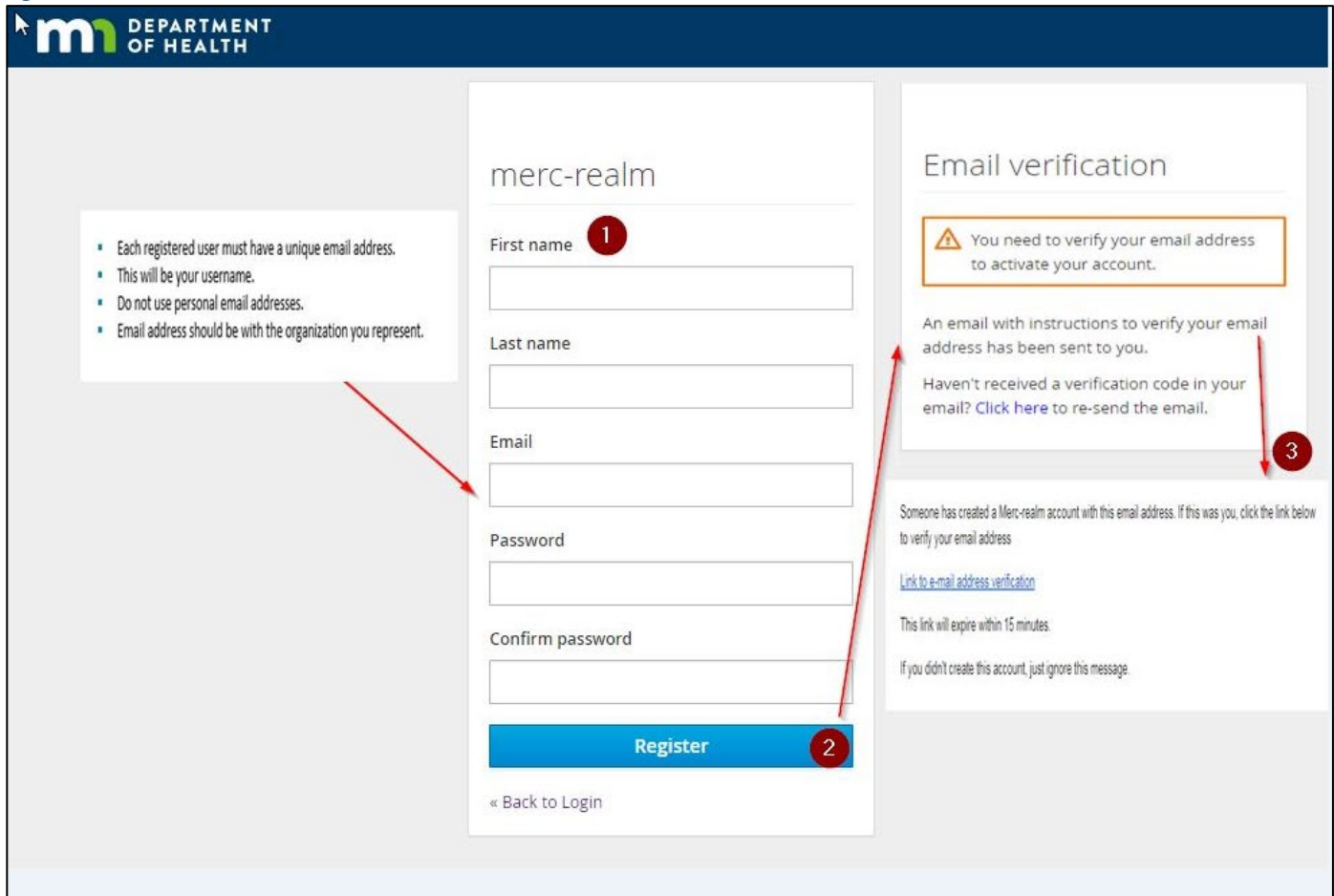
 Forgot your password? Click on Forgot Password and follow the prompts.

Figure 8



Profile Setup

Your user profile is tied to your email (username). Each applicant must complete:

- Full name
- Job title
- Work phone number
- Employer name
- Organizational address

MERC Application Instructions

Figure 9

The screenshot displays the 'Manage User Profile' interface. At the top, the header includes the Minnesota Department of Health logo and the text '2018 Minnesota Clinical Training Site Grant Application'. The navigation bar shows 'Home', 'Admin', 'Applications', and the user's email 'diane.reger@state.mn.us'. The main content area is titled 'Manage User Profile' and contains a 'User Profile' section with the following fields:

- Login Name: * diane.reger@state.mn.us
- First Name: * Diane
- Last Name: * Reger
- Title: * State Program Administrator - Coordinator
- Email: * diane.reger@state.mn.us
- Phone: * (651) 201-3566

Below the user profile is the 'Employer Information' section with the following fields:

- Name: * State of Minnesota
- Address 1: * PO BOX 64882
- Address 2: Enter employer address line 2
- City: * St. Paul
- Select State: * MINNESOTA
- Zip Code: * 55164
- Postal Code: 0882

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

Profile Management

- After logging in, click Continue or Update to verify your information.
- You must review your profile each time you access the portal.
 - Changes will be reflected throughout the portal.
 - If no changes are needed, scroll to the bottom and confirm.
- **Email addresses cannot be changed.**
 - If your email is no longer valid, you'll need to create a new account (see New Users).

You can also manage your user profile via the top menu bar or Home Screen (see Figure 10).

MERC Application Instructions

Home Screen Overview

Once you've signed in and confirmed your user profile, you'll be directed to the Home Screen (Figure 10). This screen is your central hub for accessing applications and user management tools.

Figure 10



Accessing the Application

You can start your application using either of the following methods:

Option 1: Mid-Screen

- Each applicant type is listed mid-screen with a short definition.
- By clicking on the green box to open:
 - Minnesota Clinical Training Site Grant Application

Option 2: Top Menu Navigation

- Use the top menu bar and select Applications.
- Choose:

MERC Application Instructions

- Minnesota Clinical Training Site Grant Application

Additional Home Screen Links

- Link to this instruction manual.
- Access and manage your User Profile.
- Sign Out of the portal.

Signing Out

To sign out of the application portal:

- Click your email address in the top menu bar (See Figure 10).
- Select Sign Out from the dropdown menu.

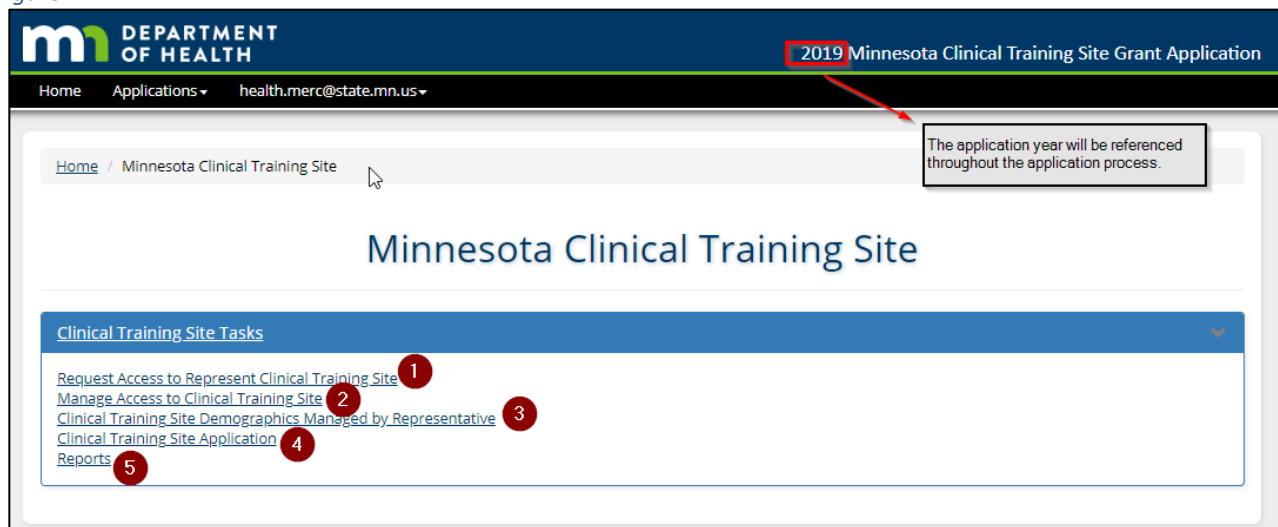
Step One: Minnesota Clinical Training Site Application Instructions

Minnesota Clinical Training Site Applicants

This section outlines required tasks and responsibilities for representatives involved in the application process.

✦ Refer to Figures in your manual for visual aids and system screenshots.

Figure 11



MERC Application Instructions

Task Overview

Applicants must complete the following tasks in order. Each has detailed instructions on subsequent pages.

Order	Task	Timing	Key Actions
1	Request Access to Represent the Clinical Training Site(s)	Starting August 15	<ul style="list-style-type: none"> Identify sites user represents.
2	Manage Access to Clinical Training Site(s)	As Needed	<ul style="list-style-type: none"> Approve additional representatives.
3	Clinical Training Site Demographics Managed by Representative	Starting August 15	<ul style="list-style-type: none"> Complete demographic details. Open the application process. <ul style="list-style-type: none">
4	Clinical Training Site Application:	September	<ul style="list-style-type: none"> Submit application to Teaching Program(s) and Sponsoring Institution(s) for approval.
4a.	Initial Application - Step 1		
4b.	Expenditure Reporting - Step 2	November 15-December 15	<ul style="list-style-type: none"> Submit expenditures.
4c.	Grant Verification Report (GVR) Process	May 15 - July 15	<ul style="list-style-type: none"> Confirm funding receipt. Submit verification if selected.
5	Reports	As Needed	<ul style="list-style-type: none"> Export application content to Excel.

 For timing-specific actions, consult [Key Dates & Milestones](#) and [Application Deadlines](#).

Task 1: Request Access to Represent Clinical Training Site

Requirements for Representatives:

- Must be a representative of the site.
- Must understand the site’s clinical training activities.
- Must understand the site’s MHCP enrollment and know the facility type and identification number used for Medical Assistance (MA)/Prepaid Medical Assistance (PMAP) billing.

⚠ Important Note: IDs provided in the application will link to reimbursement records with the Minnesota Department of Human Services (DHS). These records are essential in gathering data for formula calculation.

MERC Application Instructions

Figure 12

Home / Minnesota Clinical Training Site / Request Access To Clinical Training Site

Request Access To Clinical Training Site

Search Criteria for Clinical Training Site

Search By: NPI FEIN MERC Application ID Site Name

Enter: * 111111111

1 Search

Use dropdown to expand or limit the number of items on one page.

Search to narrow results.

Use arrows in table to sort.

2

3

Search: []

Facility Name	Location	Type	NPI	FEIN	MERC Application ID	Status	Active	Main Hospital	Action
Test Site B	St. Paul	HOSPITAL	1111111111	*****111	222222222	CLAIMED	YES	YES	View
Test Site A	St. Paul	PHYSICIAN	1111111111	*****111	111111111	CLAIMED	YES	NO	View

Showing 1 to 2 of 2 entries

Previous 1 Next

Steps to Request Access:

Representatives must identify each clinical training site they are authorized to represent in the grant application process.

Once identified, this information will stay in place until the representative revokes their authorization or MDH is notified.

From the main Minnesota Clinical Training Site screen:

1. Click Request Access to Represent Clinical Training Site.
2. Enter Site Credentials:
 - Select the Search Criteria.
 - Enter the training location's National Provider Identification Number (NPI) or Federal Tax ID Number (FEIN).
 - Click Search.
3. Review Search Results & Attest:
 - Results show [MHCP Provider enrollment](#) as of August 5, 2025.
 - Representatives claim site(s) they represent in this part of the process.
 - Click View to open the site details.

MERC Application Instructions

- Review the MHCP enrolled practice location.
- Attest to being an authorized representative of the site.
 - If the site is unclaimed, the first user will gain access. Multiple representatives are allowed and encouraged for backup.
 - If another representative has already claimed the site:
 - The first representative must approve any additional access requests.
 - The system will generate an email notification that is sent to the first representative.
 - See [Manage Access to Clinical Training Site](#) for details and next steps.
- Repeat the steps to claim multiple enrolled locations or facility types.

⚠ Special Note for [Hospitals](#):

- Claim each component/subpart where training took place.
- This ensures accurate MA/PMAP reimbursement data for grant calculations.
- Further details are covered in the [site demographics](#) section.

Figure 13

Home / Clinical Training Site / Search / View Clinical Training Site

Detail Information Of Selected Clinical Training Site

Selected Clinical Training Test A

Facility Name: Clinical Training Test A

Location: St. Paul

Address: 123 Main Street, St. Paul, MN, 55101

Type: PHYSICIAN

NPI: 1000000000

FEIN: *****000

MERC Application ID: 000000001

Status: UNCLAIMED

Active: YES

Check * By adding/claiming a clinical training site, user attests that they are an authorized representative of the clinical training site. *

1

2 Claim Back to Search Result

1. Attest to being an authorized representative.
2. Claim site representation.
a. If another representative has claimed, request will be sent to representative.
b. Once access is granted, both representatives will be listed.
c. Multiple representatives can be identified.

MERC Application Instructions

Task 2: Manage Access to Clinical Training Site

The task applies to the original representative who claimed a clinical training site in Task 1. That representative holds the authority to grant, deny, or revoke access to additional authorized users.

Figure 14

Manage Access to Clinical Training Site

Representatives Requesting Access

Show 10 entries

Search:

From	Request Type	Name	Status	Comment	Denied or Revoked Reason	Requested Date	Action
arifun.chowdhury@state.mn.us	TRAINING_SITE	TEST Site C	GRANTED	Request for access to Training Site 20259 - 'TEST Site C'.		08/12/2019 08:38:46 AM	
arifun.chowdhury@state.mn.us	TRAINING_SITE	TEST Site A	GRANTED	Request for access to Training Site 20265 - 'TEST Site A'.		08/12/2019 08:39:03 AM	
arifun.chowdhury@state.mn.us	TRAINING_SITE	TEST Site b	GRANTED	Request for access to Training Site 20267 - 'TEST Site b'.		08/12/2019 08:39:15 AM	
cirrie.byrnes@state.mn.us	TRAINING_SITE	TEST Site C	DENIED	I request access please	YES! You should not be claiming this site.	08/12/2019 10:12:39 AM	
cirrie.byrnes@state.mn.us	TRAINING_SITE	TEST Site A	REVOKED	Request access to this site please.		08/12/2019 10:13:13 AM	
cirrie.byrnes@state.mn.us	TRAINING_SITE	TEST Site b	GRANTED	access please.		08/12/2019 10:13:41 AM	Revoke
cirrie.byrnes@state.mn.us	TRAINING_SITE	TEST Site A	GRANTED	made a mistake claim again!		08/12/2019 10:21:31 AM	Revoke

Showing 1 to 7 of 7 entries

Previous 1 Next

Use the arrows to sort.

Status change after action.

Manage User Access

In this section, representatives can perform the following actions:

View Request Details

- Click a username to view information about the individual requesting access.
- Click on the site name to view additional information about the site associated with the request.

Approve, Deny, or Revoke Access

- Use the action column to:

MERC Application Instructions

- Grant Access/Deny Access to additional representatives.
- Revoke access (if necessary).

⚠ **Access Permissions:** Once access is granted, all representatives have equal authority within the portal to manage the site's application process.

System Notification

- The system will send an automatic email notification to the user indicating whether their access has been granted, denied, or revoked.

Task 3: Clinical Training Site Demographics Managed by Representative

This task must be completed before a clinical training site application can be initiated. Each site claimed by the representative will appear in a table on the Demographics page.

Figure 15

Home / Minnesota Clinical Training Site / Clinical Training Site Demographics Managed by Representative

Clinical Training Site Demographic Information

Demographics must be completed before application is started.

User must complete demographics, and indicate intent to apply. The field will be reflected in the table upon completion.

Clinical Training Sites

Show 10 entries

Fields will be blank until the representative complete this information in demographics. Site's who applied in the past, will have this information prefilled based on their previous application. Edits when completing demographics.

Click arrows to sort fields in the the column headers.

Search: [Search Box]

Search based on any criteria is list is long.

Facility Name	Location	Address	Facility Type	NPI	FEIN	MERC Application ID	Main Hospital / Hospital Subpart or Free-Standing	Intends to Apply
Site A	MINNEAPOLIS	123 Main St. MINNEAPOLIS, MN 55407	PHYSICIAN	[Blank]	*****	[Blank]	Hospital Subpart	YES Complete Demographics
Site B	MINNEAPOLIS	123 Main St. MINNEAPOLIS, MN 55415	HOSPITAL	[Blank]	*****	[Blank]	Hospital Subpart	YES Complete Demographics
Site C	MINNEAPOLIS	456 First Street MINNEAPOLIS, MN 55401	HOSPITAL	[Blank]	*****	[Blank]	Free-Standing	NO Complete Demographics

MERC Application Instructions

Steps to Complete Site Demographics

- Identify Sites
 - Demographics table includes sites claimed by the representative during Task 1.
- Complete Demographics
 - Click “Complete Demographics”.

Site Demographics

Refer to: Figures 16 – 21

When Applying:

- The site must be actively enrolled in the MHCP to maintain eligibility.
- Ensure all information matches the actual location of clinical training.
 - These details are transmitted to the Minnesota Department of Human Services (DHS) when the MERC program requests MA/PMAP reimbursement data to calculate funding.
 - If needed, return to [Task 1: Request Access to Represent Clinical Training Site](#) to claim a different location.

⚠ If the site is applying, the demographics, application, and expenditure report must be completed in its entirety.

Figure 16

The screenshot shows the 'Clinical Training Site Demographics' application form. At the top, there is a breadcrumb trail: Home / Minnesota Clinical Training Site / Clinical Training Site Demographics Managed by Representative / Clinical Training Site Demographics. The main heading is 'Clinical Training Site Demographics'. Below this is a blue bar with the text 'Clinical Training Site Demographic Information'. A note states 'Items with an * are required.' and another note says 'Use arrows to expand or decrease sections throughout the application.' The 'Training Site Information' section is highlighted with a red box and contains the following fields: Site Name (Example), Type (HOSPITAL), MERC Application ID, NPI, FEIN, Address Line 1, Address Line 2, City, Select State (MINNESOTA), Zip Code, and Postal Code. A red circle with the number '2' is next to the NPI field. A callout box explains that the NPI is 'Auto completed based on the training location's enrollment in the Minnesota Health Care Program (MHCP)'. Another callout box states: 'To apply for the grant, the site name and location must match where clinical training took place.'

MERC Application Instructions

Training Site Information

These fields are prefilled based on the site's [Minnesota Health Care Program](#) (MHCP) enrollment:

- Site name
- Address
- Facility type
- NP (National Provider Identifier)
- FEIN (Federal Tax Identification Number)
- MERC Application ID

Hospital or Free-Standing

Refer to: [Figure 17a](#), [Figure 17b](#), and [Figure 18](#)

Figure 17a

Figure 17b

⚠ Accurate reporting is critical. The hospital is responsible for meeting CMS requirements and providing valid subpart data for MA/PMAP reimbursement.

Hospital

Refer to: [Figure 17a](#) and [17b](#)

Licensed hospital includes Medicare-certified provider-based clinics and internal pharmacies that are not retail.

- **Main Hospital:** Demographics for the main hospital are prefilled. (Refer to: [Figure 17a](#))
- **Hospital Subpart:** Hospitals with multiple components (subparts) and identification numbers covering the licensed hospital must be identified. (Refer to: [Figure 17b](#))

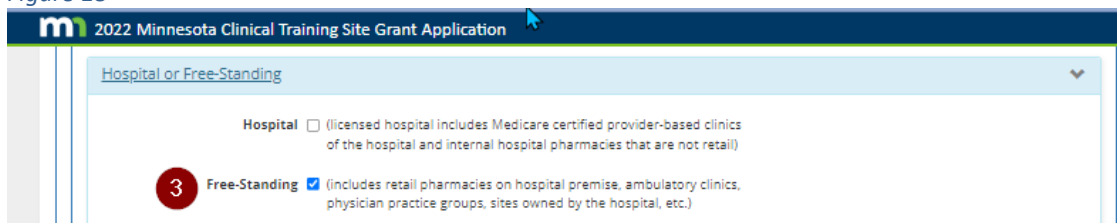
MERC Application Instructions

- Select the hospital name from the drop-down list.
 - If the list is blank, return to the previous step of the application to indicate you are the authorized representative for the main hospital and [Request Access](#).
 - Resume completing demographics.
- Verify accuracy of historical demographics if prefilling occurs.

Free-Standing

Refer to: Figure 18

Figure 18



The screenshot shows the top of the application form with the title "2022 Minnesota Clinical Training Site Grant Application". Below the title is a dropdown menu labeled "Hospital or Free-Standing". Two options are visible: "Hospital" (unchecked) and "Free-Standing" (checked). A red circle with the number "3" is placed next to the "Free-Standing" option. The descriptions for each option are: "Hospital (licensed hospital includes Medicare certified provider-based clinics of the hospital and internal hospital pharmacies that are not retail)" and "Free-Standing (includes retail pharmacies on hospital premise, ambulatory clinics, physician practice groups, sites owned by the hospital, etc.)".

Examples include, but are not limit to:

- Retail pharmacies on hospital premise
- Ambulatory clinics
- Physician practice groups
- Hospital-owned sites that do **not** meet hospital criteria

Opening the Application

Refer to: Figure 19

⚠ Special Demographic Requirement for Site-Based Clinical Training (SBCT)

Closely aligned with MERC administration, additional fields will be collected in the application portal for administration of the [Site-Based Clinical Training Grant](#). The Site-Based Clinical Training Grant program provides funding to clinical training sites that meet additional eligibility criteria as outlined in [Minnesota Statutes 144.1508](#).

If the site is applying for SBCT funding, be prepared to answer:

- Is the site applying for the SBCT Grant for fiscal year 2024 training?
- Is the site inside or out the Seven-County Metro Area?
 - Seven-County Metro Area is defined as:
 - Anoka County
 - Carver County
 - Dakota County
 - Hennepin County
 - Ramsey County
 - Scott County
 - Washington County
- If the site **does not** have MA/PMAP reimbursement in 2024:

MERC Application Instructions

- Was a sliding fee scale offered to Minnesota residents in 2024?
 - Provide number of patient encounters provided under a sliding fee scale in 2024.
 - Upload a PDF of the sliding fee scale offered in 2024.

Figure 19

The screenshot shows a web form with two main sections. The first section is titled 'Medical Education and Research Cost (MERC) Grant' and asks 'Does the site intend to apply for a MERC Grant for fiscal year [2022] clinical training?' with radio buttons for 'Yes *' and 'No'. The second section is titled 'Site-Based Clinical Training (SBCT) Grant' and asks 'Does the site intend to apply for a SBCT Grant for fiscal year [2022] clinical training?' with radio buttons for 'Yes *' and 'No'. Below this, it asks 'If the site is applying for the SBCT Grant, is the site located:' with radio buttons for 'Inside the Seven-County Metro Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington)' and 'Outside the Seven-County Metro Area'. It then asks 'If the site did not receive Medicaid (MA/PMAP) reimbursement in [2022] for Minnesota residents, did the site offer a Sliding Fee Scale?' with radio buttons for 'Yes', 'No', and 'N/A'. Below that, it asks 'The questions below are required if the site only offered a sliding fee scale: Number of patient encounters provided under a sliding fee scale in [2022]:' with a text input field containing '1225'. The final section is 'Upload Sliding Fee Scale' with a file upload button and a table showing a file named 'test download of SBCT 08062024.png' for the year 2022. A 'Save' button is at the bottom right.

4. Must indicate intent to apply **before** an application can be started.
 - Applicant must identify if they are opening an application for:
 - MERC + SBCT (Dual Application)
 - MERC Application Only
 - SBCT Application Only
 - Additional questions must be answered if applying for SBCT funding (*Refer to: Special Demographic Requirements for SBCT*).

⚠ Important: This election cannot be changed once an application is in progress.

5. Click 'Save' before scrolling to the next section.

MERC Application Instructions

Hospital - Subpart Verification

Figure 19b

The screenshot shows a table titled "My Subparts" with a search bar and a table of data. A red circle with the number 6 is placed over the table header. The table has columns for Site Name, FEIN, MERC ID, NPI, Facility Type, and Address. One entry is visible: TEST Site b, FEIN *****114, MERC ID 444444444, NPI 1111111118, Facility Type PHARMACY, and Address One Happy Street USA, Scilwater, MN 54321. Below the table, it says "Showing 1 to 1 of 1 entries".

Site Name	FEIN	MERC ID	NPI	Facility Type	Address
TEST Site b	*****114	444444444	1111111118	PHARMACY	One Happy Street USA Scilwater, MN 54321

- Visible only to the main hospital (see Figure 19b).
 - Review and verify components/subparts identified in the subpart's demographics.
 - Components must align with CMS hospital criteria.

Grant Mailing Address

Section only appears if site indicate their intent to apply in #4 above (Refer to [Opening the Application](#)).

Figure 20

The screenshot shows the "Grant Mailing Address" form. A red box highlights the "Select Billing Type" dropdown (set to "SAME AS AUTHORIZED REPRESENTATIVE") and the "Select Authorized User" dropdown (set to "Diane Reger"). A red circle with the number 7 is next to the "Select Billing Type" dropdown, and a red circle with the number 8 is next to the "Select Authorized User" dropdown. Another red box highlights the "Address Line 1" field (set to "PO BOX 64882") and the "Address Line 2" field (set to "Enter address line 2"). A red circle with the number 9 is next to the "Save" button at the bottom of the form. A text box on the right side of the form provides instructions for the address fields.

Identify where potential grant funds should be sent.
a. Same as above (the site identified in #2).
b. Same as authorized representative (identify representative).
c. Other (complete the grant mailing section).

- Choose where potential grant funds should be mailed (update as needed):
 - Same as above (default - MHCP facility address)
 - Same as Authorized Representative (based on representative's user profile)
 - Other (custom entry – enter the address)
- If authorize representative is selected:
 - Identify the representative.
 - Update when changes occur.
- Click Save to complete this step.

MERC Application Instructions

Authorized Representative – Clinical Training Site

Figure 21

First Name	Last Name	Title	Email	Information
Diane	Reger	State Program Administrator - Coordinator	diane.reger@state.mn.us	Employer: State of Minnesota Line 1: PO BOX 64882 City: St. Paul State: MN Zip: 55164 Zip 4: 0882
arifun	chowdhury	QA analyst	arifun.chowdhury@state.mn.us	Employer: MDH Line 1: Saint paul Minnesota City: Blaine State: MN Zip: 34323 Zip 4: 0055

10. This section lists all representatives associated with the site.

- No manual entry is required.
- Information is tied to user profiles.
- To remove a representative who is no longer associated with the organization:
 - See [Manage Access to Clinical Training Site](#) (Figure 14).

⚠ If you represent additional sites, complete demographics for each site.

🔗 Return to the Minnesota Clinical Training Site page once all demographics entries are complete.

🚫 If the site is not applying, no further action is needed after completing demographics.

Task 4: Clinical Training Site Applications

This section lists clinical training sites identified through the demographics portion of the portal, indicating where training occurred during fiscal year 2024.

To add or remove a site:

- Go to the [Clinical Training Site Demographics](#) section.
- Update the intent to apply to reflect adding or removing the site application.
 - Fields for the teaching program and sponsoring institution will remain blank until the application is started.
 - Check the [Application Status](#) to confirm your submission.

📅 Submit the application **by 4:30 pm (Central Time) on September 30, 2025**. Late or unsubmitted applications will not be accepted.

MERC Application Instructions

Begin the Application

Figure 22

DEPARTMENT OF HEALTH
2018 Minnesota Clinical Training Site Grant Application

Home Applications health.merc@state.mn.us

Home / Minnesota Clinical Training Site / Clinical Training Site Application

Clinical Training Site Application

Clinical Training Site Applications

Search:

Training Site	Training Year	Teaching Program	Sponsoring Institution	Action
Test Site A Type: HOSPITAL Location: St. Paul	2018			Begin Application 1
Test Site C Type: PHARMACY Location: St. Paul	2018			Begin Application

Showing 1 to 2 of 2 entries

1. Click, Begin Application.

- The top portion of the application will autofill using data from demographics.
- Verify that the site matches the location where training took place.
 - If the facility is a hospital, the hospital components from demographics will be included.
 - Return to demographics to correct any errors.
 - You can collapse or expand each section of the application as shown in Figure 23.

✦ By default, all sections display in full detail.

MERC Application Instructions

Figure 23

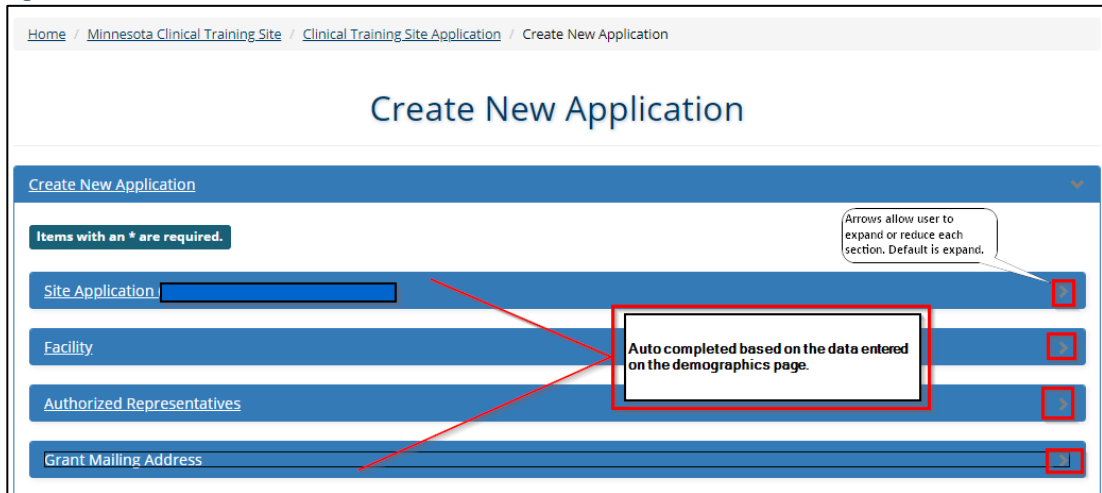
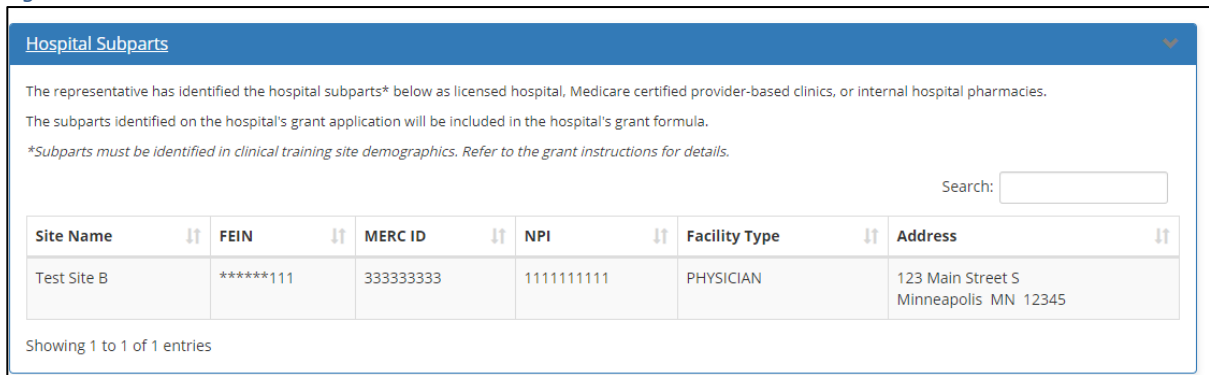


Figure 24



Clinical Trainees at the Facility

Use trainee data provided by the teaching program to complete this section.

- Direct any questions about the trainee data to the teaching program representative before submission.

For each field:

- Select from the available options in the drop-down menus.
- Wait for each field to fully load before proceeding.
- Options are limited to sponsors and programs registered in the application portal.
- Applications cannot be submitted to programs that are not applying – an error will be shown.
 - Sponsors/programs must open their applications by August 31, 2025.

If your site hosted multiple teaching programs or trainee types, repeat Steps 1 – 6 for each (Figure 25).

MERC Application Instructions

Figure 25

Clinical Trainees at Facility

Search:

Trainee Type	Sponsoring Institution	Teaching Program	Trainee Setting	Fulltime Equivalent (FTE) Clinical Trainee	Created/Submitted	Action
No data available in table						

Showing 0 to 0 of 0 entries

Trainee Type: ADVANCED PRACTICE NURSES (1)

Sponsoring Institution: Test Sponsor Diane1 (2)

Teaching Program: Test Program A (3)

Trainee Setting: INPATIENT (4)

Fulltime Equivalent (FTE) Clinical Trainee: 1.234 (5)

(6) Add Reset

Must complete in order.

Sponsor and Program must be applying.

Repeat to add additional program.

Clinical Trainee FTEs must be based on data provided by teaching program for the FY collected.

Steps:

1. Program Type - Select the trainee/program type.
2. Sponsoring Institution - Choose the sponsoring institution.
3. Teaching Program - Select the teaching program name.
4. Trainee Setting - Choose the training setting: inpatient, ambulatory, or both.
5. FTE Clinical Trainee Count - Enter the FTEs count with up to four decimal places (do not round).
6. Add / Reset – Click Add to list the program or Reset to clear the fields.
 - As programs are added, they will appear in the table.
 - Prior to submission, entries can be edited or deleted (Figure 26).

🔔 Add all teaching programs **before** submitting the application. Additional teaching programs will not be accepted after the deadline.

⚠️ Sites with less than 0.1000 total FTE trainees will not qualify for MERC funding.

MERC Application Instructions

Figure 26

The screenshot shows a table titled "Clinical Trainees at Facility" with the following data:

Trainee Type	Sponsoring Institution	Teaching Program	Trainee Setting	Fulltime Equivalent (FTE) Clinical Trainee	Created/Submitted	Action
Medical Residents	Test Sponsoring Institution Status: NEW	Test Program A Status: NEW	INPATIENT	1.0	Created by: health.merc@state.mn.us	Edit Delete

Callouts in the image provide the following information:

- Status change to Submitted when submitted to MDH.** (Points to the Sponsoring Institution status)
- Status changes to PENDING after submission to teaching program. Changes to Submitted after submission to the sponsor.** (Points to the Teaching Program status)
- Created by will be noted. When submitted, will change to the username of the person who submitted.** (Points to the Created/Submitted field)
- Can edit or delete before submitting to the teaching program for approval. Once submitted, Action will change to "Application submitted to Teaching Program."** (Points to the Action buttons)

Notice of MERC Expenditure Report Requirements

Sites with a minimum of 0.1000 FTE trainees must submit an expenditure report as part of Step 2 of the MERC process.

Figure 27

The screenshot shows the "Expenditure Report Requirements" section with the following text:

Refer to the application for dates. Screen shots are examples only.

The Minnesota Department of Health will collect clinical training expenses in November 2020. Expenditure reports will be due within 30-days of the initial request. 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.

- Expenditure Reporting (Step 2) opens by November 15, 2025.
 - On this date, sites must log in to the portal and submit expense details.
 - See [Step Two: Minnesota Clinical Training Site Expenditure Instructions](#) for details.

Expenditure reports are due **by 4:30 pm (Central Time) on December 15, 2025.**

Sites with expenditures under \$5,000 or not meeting the formula criteria will not qualify for MERC funding.

MERC Application Instructions

Signature & Submission to Teaching Program(s)

Figure 28

7. Save the Application

- Click Save when you're ready to submit.
- A confirmation message will display at the top of the screen.

⚠ Application is saved, not submitted!

8. E-Signature (After Saving the Application)

- **Do not complete Step 8/9 until you're ready to submit.**
- Scroll to bottom of the application.
- Check the box to apply your electronic signature.

9. Final Submission

- Submit the application to the listed sponsors/teaching programs named in the clinical trainee section.
- After submission:
 - The application becomes available to the teaching programs and sponsoring institutions.
 - The application will be reviewed by the teaching program(s).
 - You can track the progress. See [Application Status](#) for details.

📅 Submit the application **by 4:30 pm (Central Time) on September 30, 2025**. Late or unsubmitted applications will not be accepted.

Printing

Use the print function at the top right of the page to generate a PDF of the application. These documents should be saved as part of your internal records.

MERC Application Instructions

Application Status

Status updates appear in the Clinical Training Site Application table. Each section reflects the applicant status using the following codes:

- SP = Sponsoring Institution
- TP = Teaching Program
- TS = Training Site

Status	Definition
NEW	Application opened.
PENDING	Awaiting action.
DISAPPROVED	Disapproved due to needed corrections.
APPROVED	Approved, awaiting submission by Program/Sponsor to MDH.
SUBMITTED	Submitted.

Denied/Disapproved Applications

Once submitted, the application undergoes review by teaching programs and sponsoring institutions. If the site's submission doesn't align with teaching program records, the teaching program will notify the site representative.

- Sites must review their [application status](#) by October 15, 2025 (*Figure 30*).
 - No additional applications are allowed after the September 30, 2025, deadline.
- Disapproved application must be either:
 - Corrected/Resubmitted
 - Return to the site application and edit [Clinical Trainees at the Facility](#) to correct FTE count to the teaching program.
 - Save and resubmit to the teaching program.
 - Removed
 - Return to the site application and remove disapproved [Clinical Trainees at the Facility](#).
 - This action removes the application to the teaching program that was not approved.
 - Save the application after the teaching program is removed.
 - There is no application to resubmit.
 - Sites with no clinical trainees, must close their application cycle once all teaching programs are removed/deleted from the [Clinical Trainees at the Facility](#) table.
 - Return to the Site's Demographics and edit [Opening the Application](#).
 - Remove the intent to apply.
 - Verify the site application is no longer found under the [Task 4: Clinical Training Site Applications](#) table.

MERC Application Instructions

- Final teaching program approval must occur by October 20, 2025.
- Applications not approved by that date will be disqualified.
 - In extremely rare instances, the teaching program may remove the application and report it for non-compliance to the Minnesota Department of Health.

Figure 29

The screenshot shows the 'Clinical Training Site Application' page. At the top, there is a navigation bar with 'Home', 'Applications', and 'health.merc@state.mn.us'. Below this is a breadcrumb trail: 'Home / Minnesota Clinical Training Site / Clinical Training Site Application'. The main heading is 'Clinical Training Site Application'. A search bar is located at the top right of the table area.

Training Site	Training Year	Teaching Program	Sponsoring Institution	Action
Test Site A Type: HOSPITAL Location: St. Paul	2018	Test Program A Status: NEW	Test Sponsoring Institution Status: NEW	Edit View
Test Site C Type: PHARMACY Location: St. Paul	2018	Test Program B Status: PENDING	Test Sponsoring Institution Status: NEW	View Amend

Showing 1 to 2 of 2 entries

Callouts in the image:

- Red box pointing to the 'Edit' button for Test Site A: "Site has not been submitted. Edit to continue."
- Red box pointing to the 'View' button for Test Site C: "Application submitted. Pending Approval."
- Red box at the bottom: "Cannot edit the application already submitted to a program unless program disapproves. Site application can be amended to include additional teaching programs not previously submitted."

Figure 30

The screenshot shows the 'Clinical Training Site Application' page with updated application statuses. The breadcrumb trail and search bar are the same as in Figure 29.

Training Site	Training Year	Teaching Program	Sponsoring Institution	Action
Test Site A Type: HOSPITAL Location: St. Paul	2018	Test Program A Status: TP-DISAPPROVED Comment: FTE error, please correct. Should be 0.1	Test Sponsoring Institution Status: SP-DISAPPROVED	Edit View
Test Site C Type: PHARMACY Location: St. Paul	2018	<ul style="list-style-type: none"> • Test Program B Status: TP-SUBMITTED • Internal Medicine Status: PENDING • Clinical Pharmacy Status: TP-SUBMITTED 	<ul style="list-style-type: none"> • Test Sponsoring Institution Status: SP-SUBMITTED • Abbott Northwestern Hospital Status: NEW • Abbott Northwestern Hospital Status: NEW 	View Amend

Showing 1 to 2 of 2 entries

Callouts in the image:

- Red box pointing to the 'Edit' button for Test Site A: "If the application is DISAPPROVED, edit the teaching program information and resubmit to the teaching program for approval. See comment from program or contact program representative if they have not already made contact."

MERC Application Instructions

Task 5: Reports

Applicants can download reports at any time during the application cycle. Report data reflects the information present at the time of the download.

- Grants determinations will be added to the report by April 30, 2026.

Figure 31

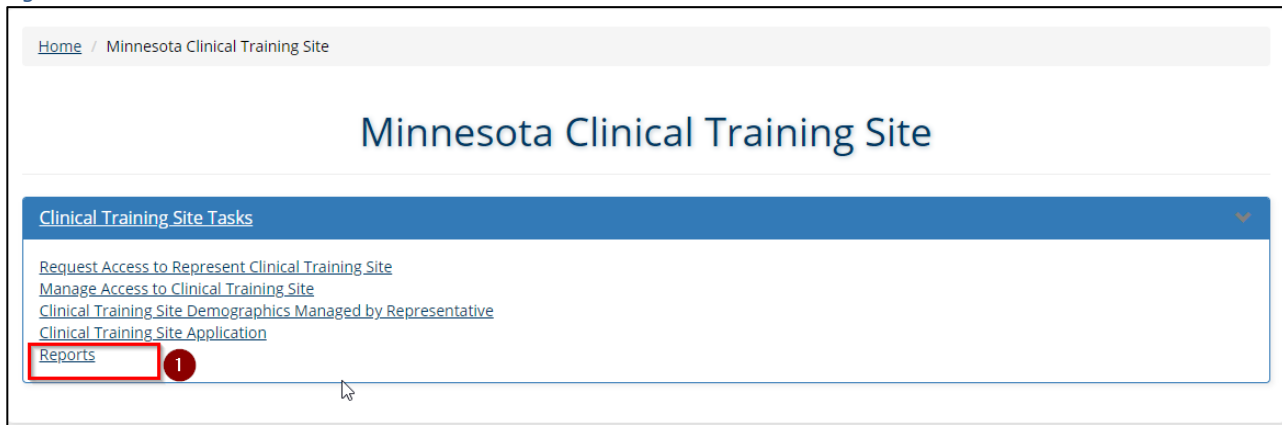
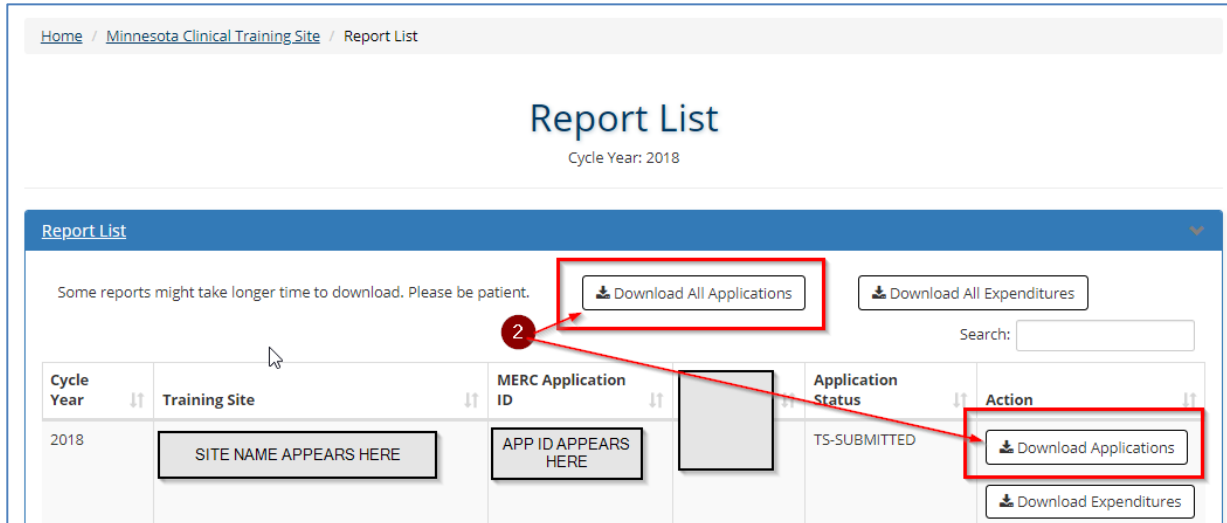


Figure 32



Steps:

1. Click Reports.
2. Choose your desired report format:
 - Download all – Combine multiple applications into one Excel file (ideal for representatives managing several sites).
 - Download – Pulls reports for individual applications.
3. Save the Excel Document – Retain reports as part of your grant records.

MERC Application Instructions

Step Two: Minnesota Clinical Training Site Expenditure Instructions

Timeline

- **Portal Opens:** November 15, 2025
- **Deadline to Submit/Withdraw:** 4:30 pm (Central Time) on December 15, 2025
- **Minimum Threshold:** Sites must host a minimum of 0.10 FTE eligible trainees and have \$5,000 in qualifying clinical training expenditures.

Grantees are responsible for maintaining records for six years from the end of the grant period.

Task 1: Preparation Spreadsheet

Before Step 2 opens, review the expenditure instructions and complete the [Prepare for Expenditure Reporting Worksheet \(Excel\)](#). The worksheet will assist training sites in gathering clinical training expenditures that will be reported and submitted in the application portal when Step 2 opens on November 15, 2025.

Spreadsheet Components and Tabs:

Tab Color	Purpose
Gray	Definitions and technical instructions
Green	Worksheet for gathering expenditure that will be input into the portal.
Blue	Calculations and supporting documentation

📌 Retain a copy of the Excel worksheet for record-keeping.

📊 Calculations may vary slightly due to rounding. Figures are truncated where possible.

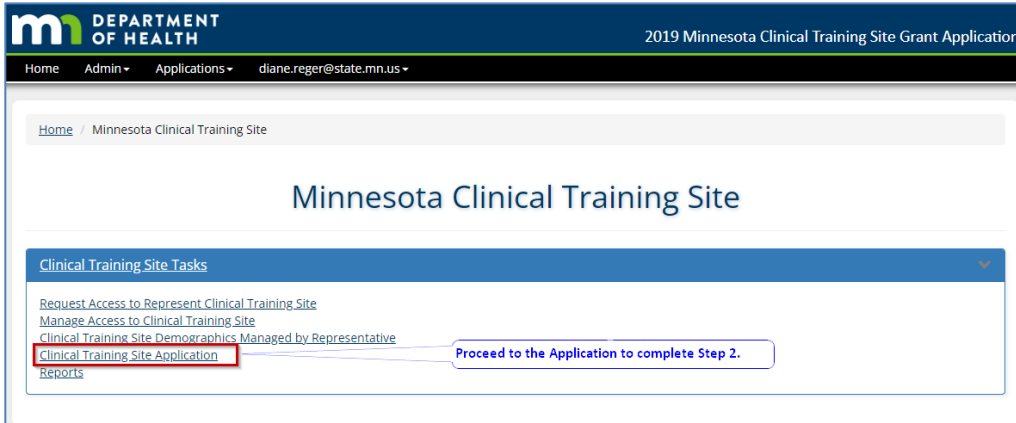
Spreadsheet includes:

- 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)

MERC Application Instructions

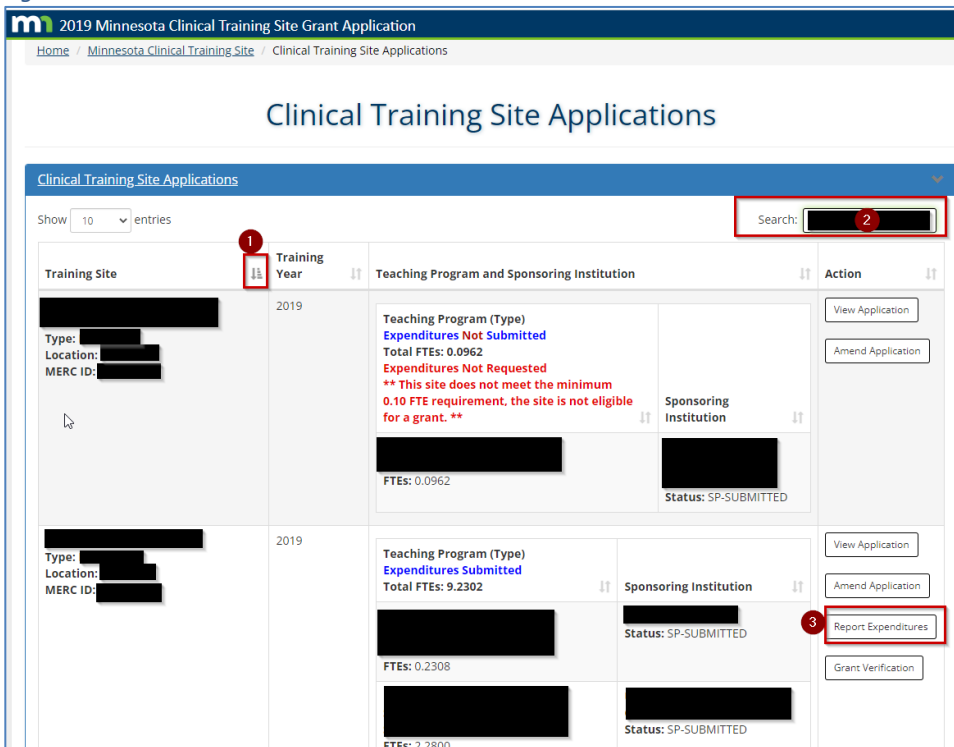
Task 2: Reporting Expenditures in the Portal

Figure 33



- Go to [MERC Portal \(https://merc.web.health.state.mn.us\)](https://merc.web.health.state.mn.us)
- Select Minnesota Clinical Training Site
- Click Clinical Training Site Application

Figure 34



- Use search/sort features as needed (See Figure 34, 1-2)
- Click Report Expenditures

⚠ Expenditure button will not appear if total FTEs are below the required 0.10 FTE trainee minimum. Message will indicate Expenditures Not Requested.

MERC Application Instructions

Figure 35

Site Application Information

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

Sections can be minimized at users discretion.

Trainee Type	Sponsoring Institution	Teaching Program	Trainee Setting	Fulltime Equivalent (FTE) Clinical Trainee
Advanced Practice Nurses	[REDACTED] Status: SP-SUBMITTED	[REDACTED] Status: TP-SUBMITTED FTEs: 0.0886	AMBULATORY	0.0886
Advanced Practice Nurses	[REDACTED] Status: SP-SUBMITTED	[REDACTED] Status: TP-SUBMITTED FTEs: 0.4967	AMBULATORY	0.4967
Advanced Practice Nurses	[REDACTED] Status: SP-SUBMITTED	[REDACTED] Status: TP-SUBMITTED FTEs: 0.1058	AMBULATORY	0.1058

Total Site FTEs: 0.6911

FTE total

- The first section of the Expenditure Report summarizes the FTEs and programs submitted in the initial application (Figure 35).

MERC Application Instructions

Withdrawing the MERC Grant Application

Figure 36

The screenshot shows the 'MERC Grant Clinical Training Expenditures' web interface. At the top, there is a 'Print Expenditures' button and a note: 'Items with an * are required.' Below this are two main sections: 'Site Application Information' and 'Expenditure Report Requirements'. The 'Expenditure Report Requirements' section contains a warning message: '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.' This message is highlighted with a red box and a circled '1'. Below the warning is a checkbox labeled 'Withdraw Grant Application', which is checked and also highlighted with a red box and a circled '1'. Underneath is the 'Signature of Authorized Representative' section, which contains a checkbox for certification, a text area for a signature, and fields for Name, Title, Email, and Date Signed. This entire section is highlighted with a red box and a circled '2'. At the bottom of the form, there is a 'Save' button and a 'Withdraw Grant Application' button, both highlighted with a red box and a circled '4'.

To withdraw the initial MERC application and forgo reporting clinical training expenditures, follow the steps below (Figure 36).

1. Click **Withdraw Grant Application**.
 - Alert message warns the representative of their confirmation to withdrawal the MERC application.
2. Select the checkbox to certify the site is withdrawing their application.
3. Sign electronically (Figure 36).
4. Click **Withdraw Grant Application** to submit.
 - The application has been withdrawn.
 - The site will not qualify for MERC.

MERC Application Instructions

Direct Costs

Direct costs include costs for activities, goods, or services that benefit, and can be traced, to a specific project.

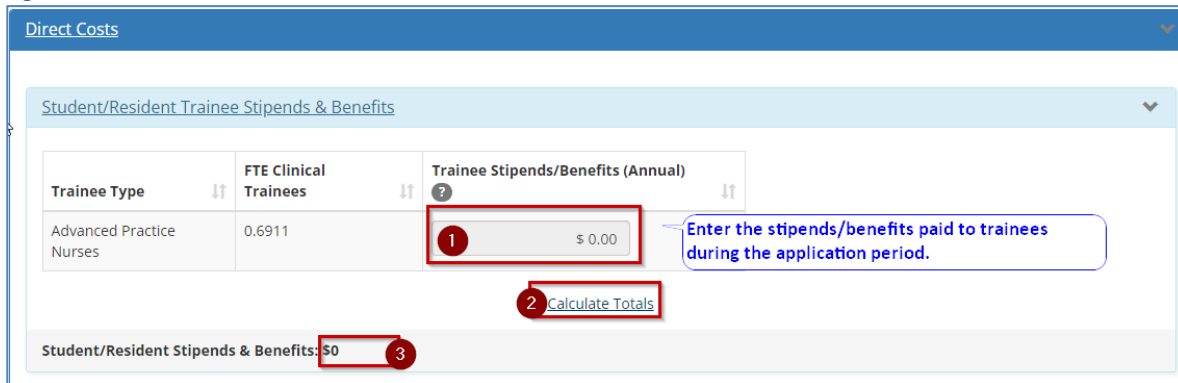
As much as possible, grant funds should support direct costs that correspond with program activities (as opposed to direct costs that correspond with administrative activities, as described in 'Administrative Costs').

Trainee Stipend & Benefits

- Trainee stipends are the salary or allowance paid to the students/resident trainees.
- Benefits are compensation provided in addition to student/resident training salary or allowance.
- Enter the trainee stipends/benefits.
 - Based on training time (prorate)
 - Use whole number (Figure 37, #1)
 - Click "Calculate Totals" (Figure 37, #2)

⚠ Only expenditures for the trainees included in the MERC application can be claimed.

Figure 37




Trainee Type	FTE Clinical Trainees	Trainee Stipends/Benefits (Annual)
Advanced Practice Nurses	0.6911	\$ 0.00

Student/Resident Stipends & Benefits: \$0

Figure 38

Trainee Stipends

Stipend paid to the trainee(s) for the FTEs included in the site's application.



MERC Application Instructions

Faculty/Preceptor Stipends & Benefits

Refer to Figure 39 and Figure 40: “Faculty/Preceptor Stipends & Benefits”

Use this section to details compensation for preceptors and faculty involved in clinical training, calculate the time allocation for teaching activities, and determine direct training costs.

Figure 39

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

Trainee Type	FTE Clinical Trainees	Preceptor Stipend & Benefits (Average Annual)	Preceptor Time Factor	Time Factor Methodology	Calculated Faculty FTE	Calculated Faculty Cost	Flat Teaching S Paid
Medical Students	0.5576	\$ 0.00	0.0 %	---Select---	0.0000	\$0	

Scroll bar

Calculate Totals

Total Faculty / Preceptor Stipends & Benefits: \$

Click 'Calculate' Once Figures are Entered

- Enter values for each field. Use “0” if none.
- After data entry, click “Calculate Totals” to generate sums.
- 📌 Navigation tip: Use the scroll bar at the bottom to access all fields.
- ❓ Click the “?” icon to view for descriptions.

Figure 40

Preceptor Costs

Average annual salary/benefits paid to the preceptor(s).

Training time factor: Additional percentage of time that training adds/increases the preceptor’s typical workday.

Flat teaching stipend (above their normal salary) that is paid by a teaching hospital to a preceptor specifically for time spent in direct teaching.

Preceptor training costs incurred by the site for teaching the preceptor how to precept.

MERC Application Instructions

Preceptor Cost Details

Preceptor Stipends & Benefits (Average Annual)

- Include average annual salary and benefits paid at a reasonable rate to faculty/preceptors.
- If multiple preceptors are involved:
 - Add all individual annual salaries together.
 - Divide the total by the number of preceptors (use whole numbers only).
- If faculty that are instead paid a flat teaching stipend, refer to [Flat Teaching Stipend](#).

Preceptor Time Factor

Reflects the percentage of time a preceptor dedicates to direct training.

- Use the Time Factor Methodology Worksheet and your Excel data to determine this time factor.
 - Generally, faculty/preceptor do not solely focus on teaching, and often their primary duties include clinical or administrative services; therefore, the time factor for clinical training is not 100%.
 - The only exception to this is when the cost of teaching reflects a hospital's Medicare Cost Report where the salary has already been adjusted, and the costs associated with other services removed.

Time Factor Methodology

Specify which methodology used for each Trainee Type.

Methodology	Description
A	Extra time added to the clinical day for precepting
B	Hospitals: Medicare Cost Report
C	Patient care departmental data or time studies

Calculated Faculty FTE

Automatically calculated: $FTE \text{ Trainee Count} \times \text{Preceptor Time Factor}$.

Calculated Faculty Costs

Automatically calculated: Portion of faculty stipends/benefits attributed to direct training, based on time factor and methodology.

Flat Teaching Stipend

Flat stipend paid by a teaching hospital for time spent in direct teaching:

- Time factor does not affect this amount.
- Cannot claim both preceptor stipends/benefits and flat teaching stipends.

Preceptor Training Costs

Costs directly associated with training the preceptor on precepting.

- Does not apply to other training.
- Time factor does not affect this amount.

MERC Application Instructions

Direct Operating Costs

Refer to Figure 41 and Figure 42: "Operating Costs Directly Related to Training MERC Eligible Trainees"

This section captures expenses directly tied to training MERC eligible trainees. These costs are costs that can explicitly attributed to training activities and are distinguishable from general overhead.

Figure 41

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

Annotations:

- Callout 1: "?" provide details of costs included in this cost category
- Callout 2: Enter costs - use only whole numbers
- Callout 3: Calculate Totals
- Callout 4: Total Operating Costs Directly Related to Training MERC Eligible Trainees: \$0.00

1. Enter values for each cost categories. Use "0" where not applicable.
2. Click "Calculate Totals" to sum all cost categories.

Navigation tip: Tab or scroll right to navigate between fields.


1. Click the "?" icon to view for descriptions.

MERC Application Instructions

Figure 42

Operating Costs

Direct costs traceable to trainees



Administrative Support Costs

Includes: administrative record keeping, administrative support staff and materials, supplies, postage, and printing.

Trainee Onboarding Costs

Includes: ACGME certification, onboard testing, lab coats, trainee computer equipment (software, cell, pager), recruitment, and advertising.

Clinical Trainee Costs

Includes: trainee malpractice insurance, conference training and travels, dues, subscription, 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

Includes: Fees paid to program sponsors, call room lease, security, housekeeping, non-preceptor clinical support staff training, and MMCGME fees.

Operating Cost Categories & Descriptions

Costs must be directly traceable to trainees.

Administrative Costs

Administrative costs are a type of cost as opposed to a category. Administrative costs are those for activities, goods or services that correspond with administrative functions of an organization. Sometimes administrative costs benefit and can be traced to a specific project and, in those cases, are categorized as direct costs. Other times administrative costs benefit more than one project and cannot be traced to a specific program. In those cases, they are categorized as indirect costs. MDH asks all grantees to minimize administrative costs so that, as much as possible, grant funds instead support direct costs that are related to program activities.

Examples of administrative costs categorized as direct costs:

- A portion of the organization's monthly printer/copier lease and maintenance fees, calculated by tracking how many jobs were coded to the grant program and applying a percentage based on usage.
- A portion of the organization's administrative support, accounting or human resources, calculated by tracking time spent by staff on the grant program.
- A portion of the organization's occupancy costs, calculated by applying a square footage cost total to the amount of physical space used for grant program management and activities.

MERC Application Instructions

Examples of administrative costs categorized as indirect costs:

- A portion of the organization's monthly printer/copier lease and maintenance fees, when an internal system does not allow service to be tracked by project.
- A portion of the organization's administrative support, accounting or human resources, when an internal system does not allow time to be tracked by project.
- A portion of the organization's occupancy costs, when it is not feasible or reasonable to calculate by project.

On-Boarding Costs Trainee

Initial and recurring expenses to prepare trainees for clinical rotations:

- Accreditation Council for Graduate Medical Education (ACGME)
- Certification
- Testing
- Lab coats and ID badges
- Computer hardware/software
- Mobile devices (cell, pager)
- Recruitment and advertising.

Clinical Trainee Costs

Include costs related to:

- Malpractice insurance
- Training conferences and travel
- Dues, subscriptions, books
- Food, parking, and mileage reimbursements
- Skills labs and simulation center
- Student/resident housing stipends
- Orientations, receptions, and retreats
- Library and IT/email/software licensing

Operating Costs

Include direct trainee costs related to:

- Fees paid to program sponsors
- Call room lease
- Security and housekeeping
- Non-preceptor clinical support staff related training
- MMCGME fees

MERC Application Instructions

Cost Incurred by Other Organizations

Refer to Figure 43 and Figure 44: “Costs Incurred by Other Organizations”

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

Examples of costs incurred by other organizations:

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

⚠ Important: If the third-party organization has also applied, only one applicant may report the expenses, not both. The third-party must be named in your expenditure report.

Best Practice: Report trainee related expenses under the clinical training site where the training occurred. This maintains clear trails and improves accuracy of cost attribution.

Figure 43

The screenshot shows a web form titled "Cost Incurred by Other Organizations". Below the title is a note: "Only applies to costs incurred by teaching hospitals for an outlying clinic of the hospital." The form contains a table with the following columns: "Trainee Type", "FTE Clinical Trainees", "Trainee Annual Stipends & Benefits", "Hosting Fees for MERC Eligible Trainees", "Name of Teaching Hospital that Incurred the Expenses", and "Total".

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
Total Cost Incurred by Other Organizations: \$0.00					

Callout 1: A red circle with the number "1" points to the "FTE Clinical Trainees" column.

Callout 2: A red circle with the number "2" points to the "Name of Teaching Hospital that Incurred the Expenses" column.

Callout 3: A red circle with the number "3" points to a "Calculate Totals" button.

Callout 4: A red circle with the number "4" points to the "Total Cost Incurred by Other Organizations: \$0.00" summary.

Text boxes:

- "Enter in costs- Use only whole numbers" points to the input fields for stipends and hosting fees.
- "Enter in name(s) of Teaching Hospital" points to the input field for the hospital name.

1. Enter in cost for each category incurred by other organizations.
2. Enter name of teaching hospital in the “Name of Teaching Hospital” field.
3. Click “Calculate Totals” to automatically sum cost categories.

? Click the “?” icon to view for descriptions.

MERC Application Instructions

Figure 44

Cost Incurred by Other Organizations

Applies only to teaching hospitals for costs incurred that were paid by a third party

Trainee Stipends
Includes: Trainee stipends and benefits incurred by the teaching hospital for an outlying clinic.

Hosting Fees
Includes: Hosting fees incurred by teaching hospital for an outlying clinic.

Name of Teaching Hospital Incurring the Expense
The name of the teaching hospital incurring the expense.

Operating Costs
Includes: Fees paid to program sponsors, call room lease, security, housekeeping, non-preceptor clinical support staff training, and MMCGME fees.

Funding & Support Received

Refer to Figure 45 and Figure 46: “Funding & Support Received”

This section documents other financial support received for clinical education and training.

- The funding received from these sources offset overall clinical training expenditures.

Examples of clinical education and training support:

Funding Source	Description
Medicare Direct Medical Education	Federal reimbursement supporting training
Incurred Direct Cost on Behalf of Other Organizations	Costs absorbed by external entities
Federal or State GME Support	Government funded GME
GME Donations	Contributions from donors or philanthropic organizations
GME Private Grants	Non-governmental grants supporting clinical training

⚠ Important: Previous MERC grants should not be included.

MERC Application Instructions

Figure 45

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 wh	\$ Enter wh	\$0.00
PharmD Residents	35.0	\$ Enter whole	\$ Enter whole dollar c	\$ Enter wh	\$ Enter wh	\$ Enter wh	\$0.00
2 Calculate Totals							
Total Funding & Support Received: \$0.00							

1

2

3

Enter in costs - use only whole numbers


1. Enter clinical education and training support costs for each of the cost categories.
2. Click "Calculate Totals" to sum cost categories.

? Click the "?" icon to view for descriptions.

Figure 46

Funding & Support Received

(Do not include prior MERC funding)



Financial resources provided by the government, person, or organization to support the training of residents/students at the clinical training site.

Funding the training site receives from other sources reduces the clinical training expenditures claimed.

Examples include:

- Medicare Direct Medical Education
- Incurred direct costs on behalf of other organizations.
- Federal or State GME grants or support.
- GME donations.
- GME private grants.

MERC Application Instructions

Indirect Costs

Refer to Figure 47, Figure 48, Figure 49, and Figure 50: “Indirect Costs”

The term “indirect costs” refers to a category of costs. Indirect costs include 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 enacts limits on the amount of indirect costs that can be billed to each grant so that, as much as possible, grant funds instead support direct costs that are related to programmatic 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.

Figure 47

Indirect Costs

Costs for activities, goods, or services that benefit more than one project and cannot be traced to a specific program or trainee. These costs are often allocated across an entire agency and multiple programs.

Operating Costs reported under direct operating costs must not be duplicated under indirect costs.

Federally Negotiated Rate Agreement

Facilities claiming a federally negotiated indirect rate must upload a copy of the agreement and report direct costs that must be excluded from the federal rate.

Sites without a Federally Negotiated Rate Agreement

An indirect rate up to 10% of the modified total direct costs may be claimed.

Applicants are responsible for making sure costs are consistently charged to avoid charging the same eligible expense to the grant twice or ‘double dipping.’

Applicants 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.

Indirect Cost Rate

An indirect cost rate is a percentage used to distribute indirect costs to all of an organization’s programs that benefit from them.

Applicant cannot claim indirect costs in excess of the indirect cost rate that applies to their organization.

MERC Application Instructions

Applicant must submit and retain on-file the corresponding documentation of that indirect cost rate as outlined below:

No Federally Negotiated Indirect Rate

Refer to Figure 48: "Indirect Costs"

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.

- Applicants 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.
- Applicants are responsible for making sure costs are consistently charged to avoid charging the same eligible expense to the grant twice or 'double dipping.'

Figure 48

The screenshot shows the 'Indirect Costs' form with the following elements and annotations:

- Question:** "Does site have a federally negotiated indirect cost rate?" with radio buttons for YES and NO. The NO button is selected and annotated with a red circle '1' and a callout: "Click 'NO' if site does NOT have a federally negotiated indirect cost rate agreement."
- Field:** "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 annotated with a red circle '2' and a callout: "Site can only enter up to 10% of indirect cost rate".
- Section:** "No Federal Negotiated Rate" with a sub-header "List Indirect Expenses Categories".
- Form:** A list of ten text input fields, each labeled "Enter Indirect Expense Category". The entire list is enclosed in a red box and annotated with a red circle '3' and a callout: "Provide a list of indirect expenses categories."

MERC Application Instructions

Steps for completing this section:

1. Click “NO” on the indirect rate agreement question.
2. Enter the claimed indirect rate (between 0% to 10%).
3. List all indirect expense categories being claimed.

⚠ Important: No expenses may be reported in both direct and indirect sections.

Federally Negotiated Indirect Rate

Refer to Figure 49: “Indirect Costs” and Figure 50: “Federally Negotiated Indirect Rate Exclusions”

If the site **has** a federally negotiated indirect cost rate, the site may claim indirect costs up to, but not exceeding, the 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 any direct costs that are excluded from the indirect rate.

Figure 49

The screenshot shows the 'Indirect Costs' section of a web application. It contains several form fields and sections:

- Does site have a federally negotiated indirect cost rate?**: A radio button question with 'YES' selected (callout 1) and 'NO' unselected.
- Indirect Cost Rate (cannot be greater than 10% without a federal rate agreement):**: A text input field with a percentage sign (callout 2).
- Indirect Rate Exclusions**: A section with a text area for exclusions.
- Federally Negotiated Indirect Cost Agreement Cap (if applicable):**: A text input field with a dollar sign and '0' (callout 3).
- Federally Negotiated Indirect Cost Rate Agreement**: A section with an upload button '+ Select file to upload:' (callout 4) and a checkbox 'I have verified the expenditures submitted reflect the federally negotiated indirect costs rate agreement and exclusions.' (callout 5).
- Table**: A table with columns 'Filename', 'Download', and 'Remove'. It currently shows 'No data available in table'.

Callout 1: If site have a federally negotiated indirect cost rate, click the "YES" button

Callout 2: Enter in federally negotiated cost rate percentage

Callout 3: Enter in federally negotiated indirect cost rate cap if it is applicable to your training site

Callout 4: Upload a pdf copy of the federally negotiated indirect cost rate agreement

Callout 5: Click box to certify document uploaded is the federally negotiated indirect cost rate agreement and exclusions

MERC Application Instructions

Figure 50

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	\$ Enter whole dollar or 0

Calculate Totals

Total Federally Negotiated Indirect Rate Exclusions: \$0.00

Steps for completing this section (Figure 49 and 50):

1. Click “Yes” for federally negotiated indirect rate agreement.
2. Enter the negotiated rate percentage.
3. If applicable, enter the rate cap.
4. Upload a PDF of the federally negotiated indirect cost rate agreement.
5. Certify that the uploaded document matches the claimed indirect rate, exclusions, and caps.
6. Enter direct costs that are excluded from the indirect rate (whole numbers only).
7. Click “Calculate Totals” to finalize the amounts.
8. Final adjusted amount will appear after Step 7.

⚠ Important: Applicants must apply their federal indirect rate only to eligible MTDC categories and submit documentation. All exclusions must be reported.

Expenditure Summary

Refer to Figure 51: “Expenditure Summary” and Figure 52: “Total Costs”

Figure 51

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

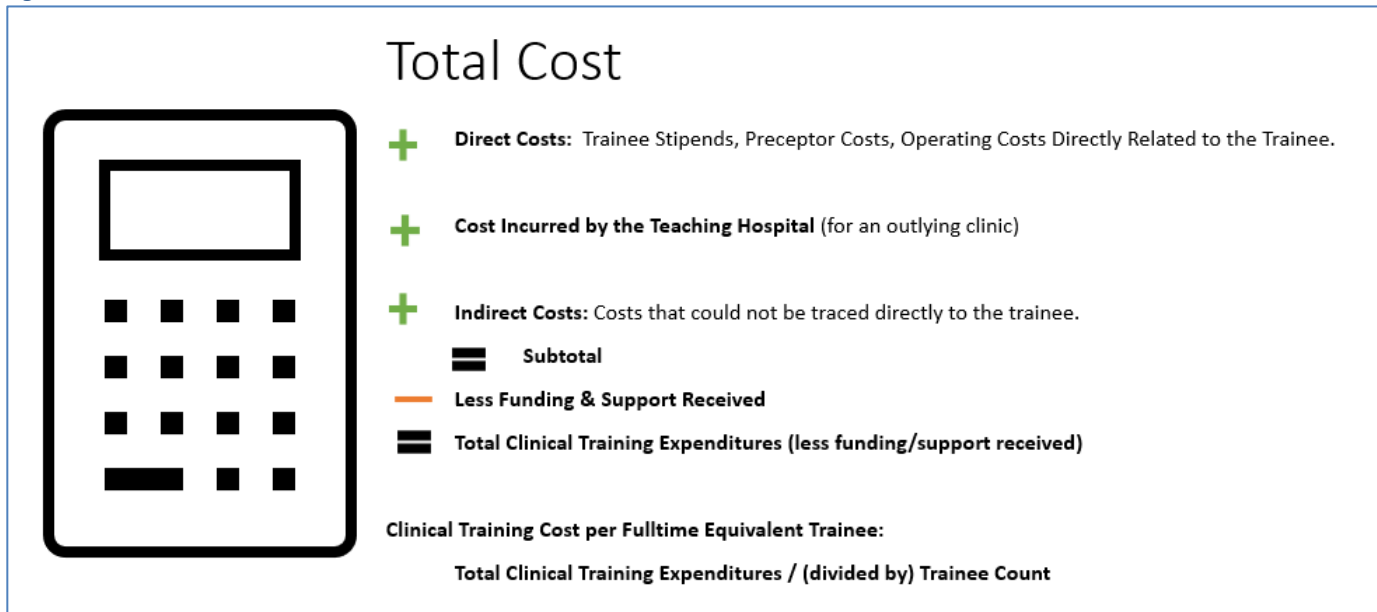
Expenditures are summarized in a table.

MERC Application Instructions

Category	Description
Direct Costs	Includes stipends and benefits for trainees and faculty/preceptors, plus operating costs directly supporting MERC trainees
Cost Incurred by Teaching Hospital	Costs teaching hospitals paid on behalf of third-party training sites
Indirect Costs	Costs that benefit multiple programs
Funding and Support Received	Funding that offsets reported expenditures
Total Expenditures	Expenditures - Funding/Support Received
Expenditure per FTE trainee	Total Expenditures ÷ Number of FTE Clinical Trainees

✦ Slight variations may exist when comparing total in the spreadsheet to the application portal due to rounding/truncating functions.

Figure 52



MERC Application Instructions

Saving or Submitting the Expenditure Report

Refer to Figure 53: "Signature of Authorized Representative"

Signature of Authorized Representative

This section ensures formal certification of all submitted expenditure data. The Authorized Representative confirms the accuracy and legal compliance of all information.

Figure 53

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.

Name: _____

Title: _____

Email: _____

Date Signed: _____

Save **Submit Expenditures**

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.

1. **Certification:** The representative certifies that all information is accurate and complies with MERC 62J.692.
2. **Electronic Signature:** The representative's contact information auto-populates and serves as their electronic signature.

Save or Submit Expenditures

⚠️ DOUBLE CHECK EXPENDITURES BEFORE SUBMITTING - These figures contribute directly to the application and may affect award eligibility and funding. Review thoroughly before signing.

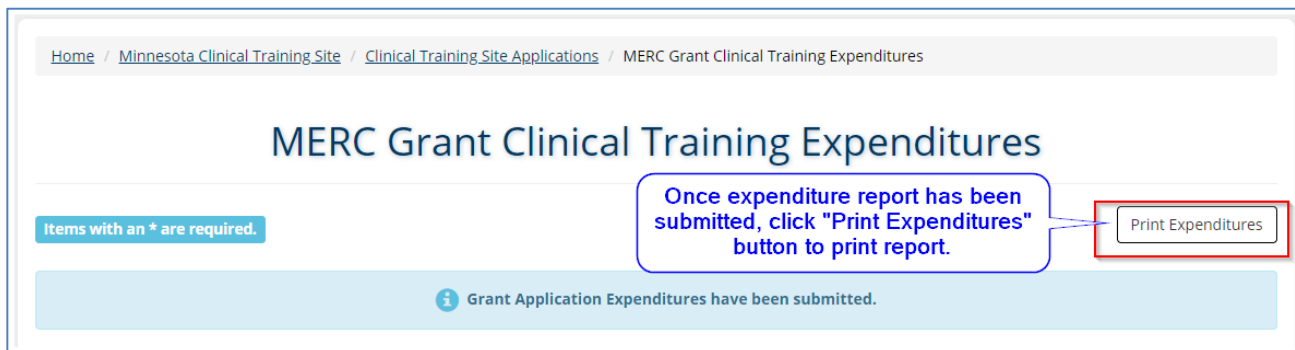
3. Options:

- **Save** - Save to exit and return later if you're not ready to submit.
- **Submit Expenditures** - Submit your expenditures to the Minnesota Department of Health (MDH).
 - Print a copy of the full expenditure report (Figure 54).
 - Retain all submission records for six years per MDH documentation policy.

A message will appear toward the top of the screen to indicate whether the expenditure report has been submitted.

MERC Application Instructions

Figure 54

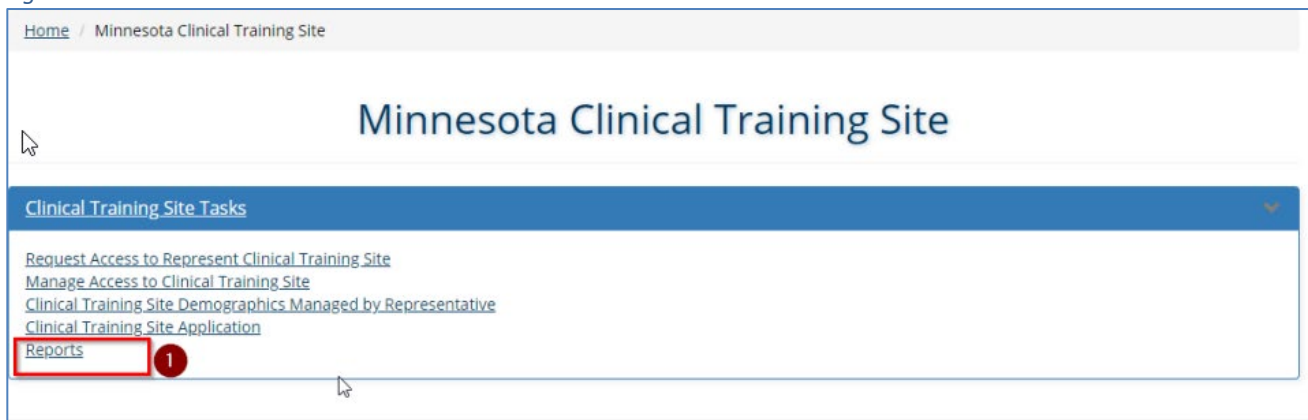


Reports

Refer to Figure 55: “Minnesota Clinical Training Site”

Once the application and expenditure report are in progress, representatives gain access to downloadable Excel reports for review and recordkeeping.

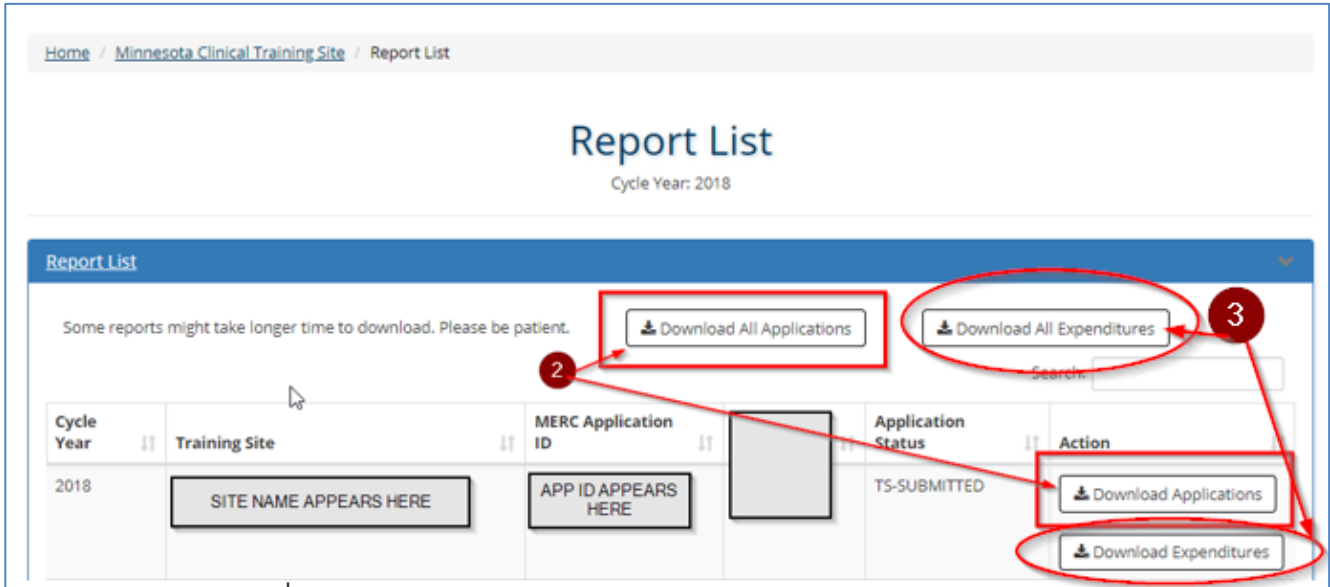
Figure 55



1. Click Reports.
 - Navigate to the Report section in the portal (Figure 56).

MERC Application Instructions

Figure 56



For representatives managing multiple sites, choose the report format:

- Download one consolidated Excel file containing all site data
- Download individual reports per site
 2. Download the application.
 3. Download the expenditure report.

⚠ Once funding is finalized, the comment field will indicate the site’s overall funding status. Save the report in your MERC records.

Comment	Description
Eligible	Site qualified for funding
Ineligible - Below Minimum Funding Requirements	Formula < \$5,000 minimum threshold
Ineligible – Below Expenditures Requirements	Training expenditures < \$5,000
Ineligible - Below FTE Requirements	FTEs < 0.10 threshold
Ineligible - Withdrew Initial Application/Step 2 Incomplete	Application withdrawn or expenditure reporting incomplete
Ineligible - Did Not Meet Medicaid Requirements	Revenue criteria not met for MA/PMAP
Ineligible – Site Closed or MHCP Enrollment Terminated	Site closed or Minnesota Health Care Program (MCHP) provider enrollment terminated

MERC Application Instructions

Grant Verification Reporting (GVR)

Refer to Figure 57: “Minnesota Clinical Training Site”, Figure 58: “Clinical Training Site Applications”, and Figure 59-63: “Grant Verification Report”

The Grant Verification Report (GVR) shows funding awarded to Minnesota clinical training sites that hosted eligible trainees.

- The report will indicate the sponsoring institution forwarding these funds to the site.

Important Dates

April 30, 2026: MDH will announce funding.

May 15, 2026: MDH will notify the sites required to verify funding receipt.

June 30, 2026: GVR Deadline for sponsoring institutions (verify site funding is in place).

July 15, 2026: GVR Deadline for selected sites.

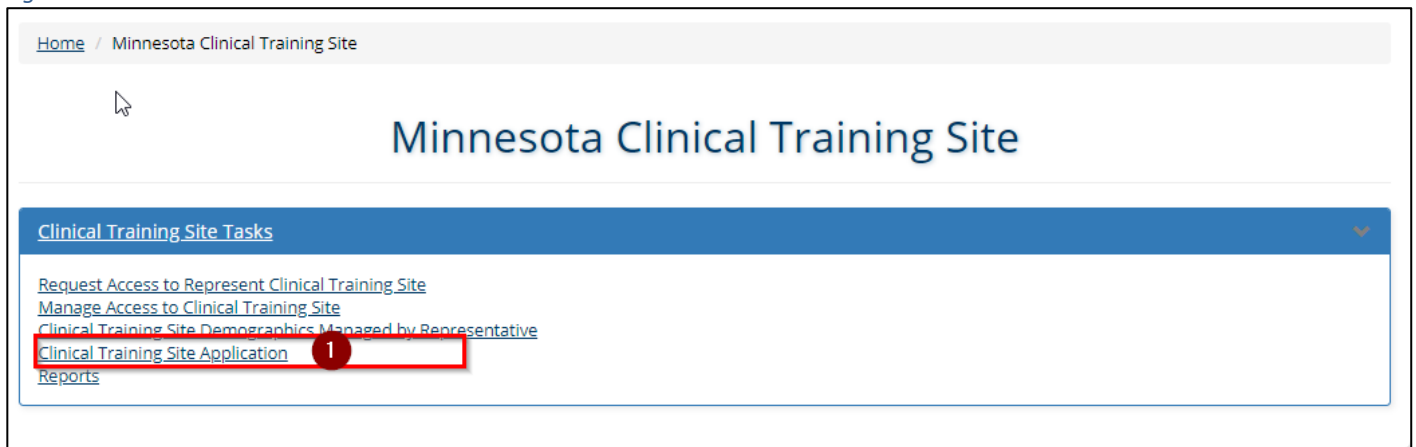
Notes:

- GVR becomes visible in the portal once MDH releases funding.
 - Viewable only to sites submitting both an Application and Expenditure Report.
- A separate GVR section is provided for [Site-Based Clinical Training \(SBCT\)](#) recipients.
 - Similar timeline and instructions apply; however, the SBCT program is under separate legislation and administration.

Accessing the GVR

Refer to Figure 57: “Minnesota Clinical Training Site”

Figure 57



1. Select, Clinical Training Site Application.

MERC Application Instructions

Figure 58

Home / Minnesota Clinical Training Site / Clinical Training Site Applications

Clinical Training Site Applications

Clinical Training Site Applications

Filter results based on Name or ID number. Remove filter to see full search results.

Show 10 entries

Training Site	Training Year	Teaching Program and Sponsoring Institution	Action
Training Site Info Appears Here.	2018	Teaching Program (Type) Expenditures Submitted Total FTEs: <input type="text"/>	<input type="button" value="Edit Application"/> <input type="button" value="View Application"/> <input type="button" value="Report Expenditures"/> <input data-bbox="1268 905 1474 995" type="button" value="Grant Verification"/>
		Program Name/Type Appears Here Status: TP-SUBMITTED FTEs: <input type="text"/>	
		Program Name/Type Appears Here Status: TP-SUBMITTED FTEs: <input type="text"/>	
		Sponsoring Institution Sponsor Name Status: SP-SUBMITTED	
		Sponsor Name Appears Here Status: SP-SUBMITTED	

2. Click "MERC Funding & Verification".
 - The GVR will display MERC results.

Receiving Grant Payments

If a site qualified for a grant:

- Funds are awarded by the sponsoring institution(s).
 - Timing: Within 60-days after release from MDH and no later than June 30, 2026.
- GVR details include:
 - Location of training
 - Payment address
 - Qualification Comment (see [MERC Grant Allocation](#) below)
 - Total amount awarded
 - Sponsoring institution(s) and teaching program(s)
 - Funding allocation (based on trainee type/expenditures from site).
 - While the site may qualify for funding, the allocation to the sponsor/program is dependent on the site's reported clinical training expenditures by trainee type and the percent of trainees within that trainee type from the teaching program.
 - Payment verification to the training site

MERC Application Instructions

Figure 59

Clinical Training Site Grant Verification Report (GVR)

Fiscal Year 2018 Clinical Training

Items with an * are required.

Print Grant Verification

i
Grant Payments Verified by Training Site

A notice will appear after the GVR is submitted to MDH. *Site will be notified if this is required.*

Site Application Information

MERC Application ID:

Training Facility:

Type:

Location:

Address:

Grant Mailing Address

Billing Type:

Authorized User:

Training Facility:

Address:

Total FTEs:

Grant Comment:

Total Grant: \$

The fields will reflect a summary of the grant application and potential payment.

Figure 60

Name of Sponsoring Institution

Sponsoring Institution:

Funding Verified by Sponsoring Institution: YES

Comments (if any):

Table with each sponsoring institution an application was submitted through and the anticipated grant payment. After the sponsor issues payment, the payment indicator will say "YES".

Teaching Programs
▼

Teaching Program	Trainee Setting	Fulltime Equivalent (FTE) Clinical Trainee	Grant
<input type="text" value="Program Name/Type"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text" value="Program Name/Type"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Total FTEs:
Total Grant: \$
Overall grant by sponsor

MERC Application Instructions

MERC Grant Allocation

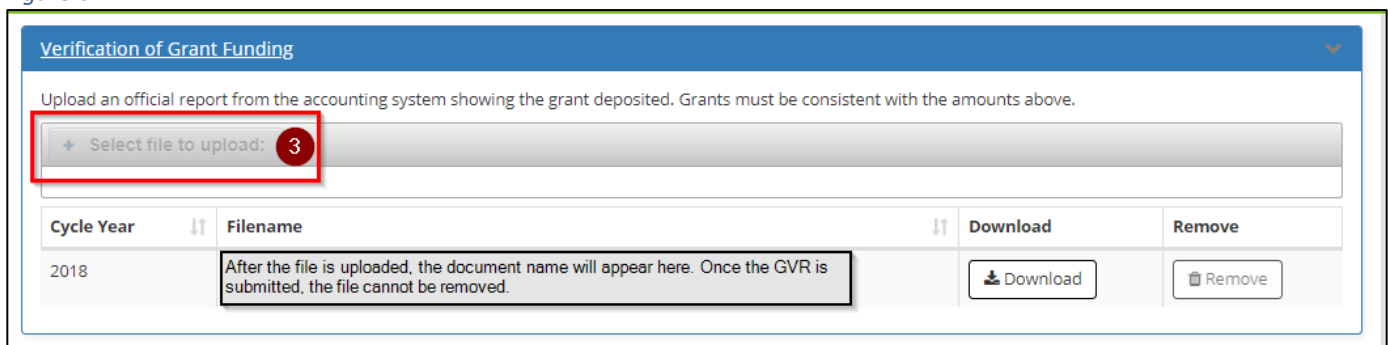
Clinical training site grants are calculated using a [formula](#). The top section of the GVR will indicate whether the site qualified.

Qualification Comment	Description
Eligible	Site qualified for funding
Ineligible - Below Minimum Funding Requirements	Formula < \$5,000 minimum threshold
Ineligible – Below Expenditures Requirements	Training expenditures < \$5,000
Ineligible - Below FTE Requirements	FTEs < 0.10 threshold
Ineligible - Withdrew Initial Application/Step 2 Incomplete	Application withdrawn or expenditure reporting incomplete
Ineligible - Did Not Meet Medicaid Requirements	Revenue criteria not met for MA/PMAP
Ineligible – Site Closed or MHCP Enrollment Terminated	Site closed or Minnesota Health Care Program (MCHP) provider enrollment terminated

The grant is then allocated through the sponsoring institutions and teaching programs that had trainees at the site.

Verification of Payments

Figure 61



If notified by MDH, representative must:

3. Upload an official accounting report from the site’s accounting system verifying:
 - Funds received from the sponsor.
 - Deposit details into the accounting system.

MERC Application Instructions

Signature and Submission

Figure 62

The screenshot shows a form titled "Signature of Authorized Representative". At the top, there is a checkbox with the text: "I am an authorized representative for the facility named above. I certify that the MERC grant specified has been received and deposited. I have attached the requested proof of deposit as required." Below this are four input fields labeled "Name:", "Title:", "Email:", and "Date Signed:". At the bottom right of the form area, there is a green "Save" button. A red box highlights the "Save" button, and a callout bubble points to it with the text: "Optional SAVE button. If user signs, SAVE button will disappear and Submit button will appear."

Figure 63

The screenshot shows the same form as Figure 62, but with the checkbox checked. A red circle with the number "4" is next to the checkbox. A red arrow points from the checkbox to a green "Submit Verification" button at the bottom right, which is also circled in red with the number "5". A callout bubble points to the "Submit Verification" button with the text: "When box is checked, user can submit grant verification."

Required Actions (if selected for verification):

4. Sign the GVR.
 - Click checkbox to populate electronic-signature fields.
 - This step is only required if MDH notifies the site representative by email that the site has been selected for the verification process.
5. Submit the GVR to MDH

MERC Application Instructions

Printing Guidance

- Return to document header and click the ‘Print Verification’ button.
- Save and retain a final copy for your site’s records.

Final Report

Return to the main clinical training site page and generate a final application [report](#) reflecting the GVR fields.

Funding Cycle Completed

The funding cycle is complete.

MERC Application Instructions

References

- [Minnesota Statute 62J.692 \(https://www.revisor.mn.gov/statutes/cite/62J.692\)](https://www.revisor.mn.gov/statutes/cite/62J.692)
- [Funding eligibility and criteria distribution formula \(https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html#form\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html#form)
- [GovDelivery \(https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_303\)](https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_303)
- [Medical Education and Research Cost \(MERC\) Program \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#merc\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#merc)
- [Publications page \(https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html)
- [MERC application portal \(https://merc.web.health.state.mn.us/index.xhtml\)](https://merc.web.health.state.mn.us/index.xhtml)
- [Submission timeline \(https://www.health.state.mn.us/facilities/ruralhealth/merc/docs/pdf/merc timeline.pdf\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/docs/pdf/merc timeline.pdf)
- [MERC website \(https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html)
- [MERC Information \(https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/index.html)
- [MERC Committee \(https://www.health.state.mn.us/facilities/ruralhealth/merc/committee/index.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/committee/index.html)
- [MERC Definitions \(https://www.health.state.mn.us/facilities/ruralhealth/merc/mercdefs.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/mercdefs.html)
- [MERC History \(https://www.health.state.mn.us/facilities/ruralhealth/merc/history.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/history.html)
- [Legislation \(https://www.revisor.mn.gov/statutes/cite/62J.692\)](https://www.revisor.mn.gov/statutes/cite/62J.692)
- [Site-Based Clinical Training \(SBCT\) Grant Program \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#sbct\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#sbct)
- [Minnesota Statutes 144.1508 \(https://www.revisor.mn.gov/statutes/cite/144.1508\)](https://www.revisor.mn.gov/statutes/cite/144.1508)
- [ORHPC Grants and Funding \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#sbct\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#sbct)
- [Expenditure Reporting \(https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html)
- [MHCP Provider Enrollment \(https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/\)](https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/)
- [Hospitals \(https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelect ionMethod=LatestReleased&dDocName=ID_008948\)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelect ionMethod=LatestReleased&dDocName=ID_008948)
- [Minnesota Health Care Program \(MHCP\) \(https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/\)](https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/)
- [Prepare for Expenditure Reporting Worksheet \(Excel\) \(https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/mcapinfo.html)