



Medical Education & Research Cost (MERC) Funding

INSTRUCTIONS – Minnesota Sponsoring Institutions & Teaching Programs
Fiscal Year 2025 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)

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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) Funding

[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)

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 2025**.

Eligible Applicants

MERC applications are divided into three organizational roles. Each plays 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.
Minnesota Teaching Program	An accredited program at a Minnesota institution responsible for the trainee's enrollment, overall education, and coordination of clinical training.

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Role	Definition Summary
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 and other clinical locations/facilities cannot be combined into one application.
 - Site must have Minnesota public program reimbursement revenue on record with the Minnesota Department of Human Services during CY2025 from Medical Assistance/Prepaid Medical Assistance (MA/PMA).
 - 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.
- Site must provide at least 0.10 FTE (208 hours) of eligible clinical training in fiscal year 2025.
 - 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.

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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 2025.

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

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.”

MERC Application Instructions

Funding

Funding Summary

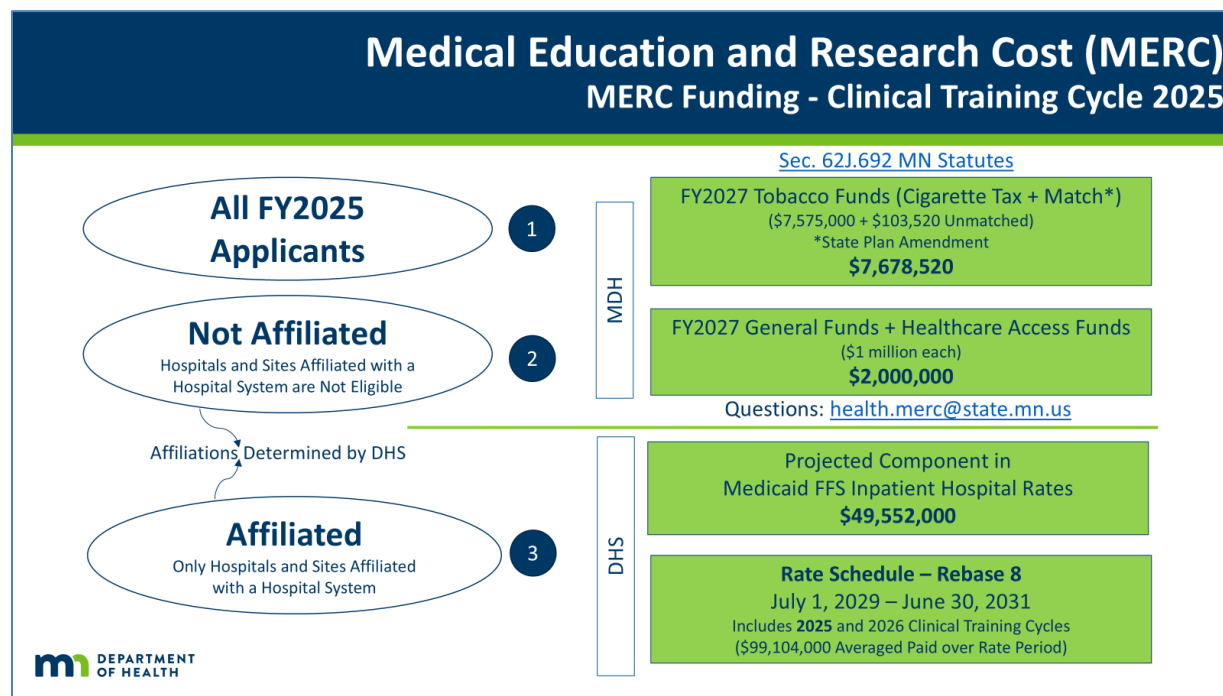
Funding for the MERC Program in state fiscal year 2027 is sourced from:

MERC Funding Source	Estimated Amount
Cigarette Tax/Match	\$7,678,520
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

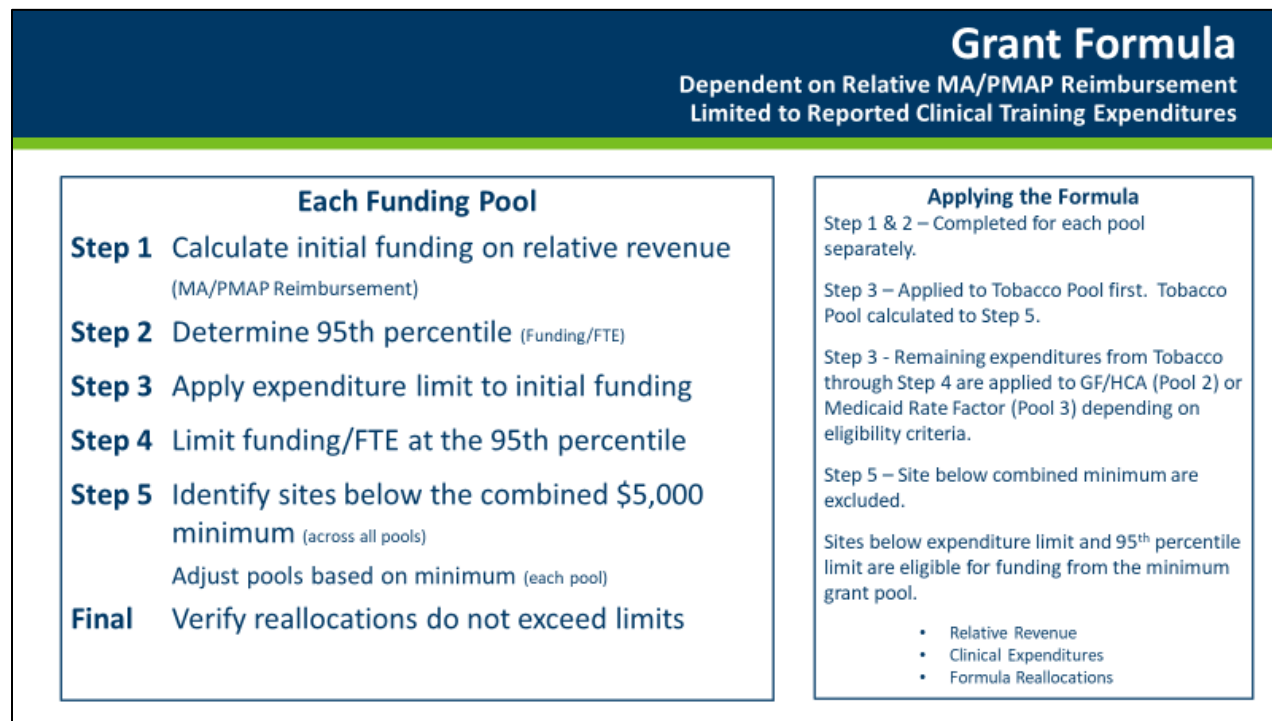


Formula Determination

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.

MERC Application Instructions

Figure 2



Grant Agreement

- The sponsor must formally enter into a grant agreement with MDH before any funds are distributed.
- The agreement will be sent via DocuSign to the representative listed in the sponsoring institution's [Vendor Information \(page 35\)](#).
- DocuSign will deliver the agreement directly to this individual for electronic signature.
- To prevent delays during the agreement and payment process, ensure [Vendor Information \(page 35\)](#) is provided in the Sponsoring Institution Demographics section.
- Once all signatures are collected, DocuSign will send an executed copy to the representative.
- This executed copy will also be uploaded to the [MERC Grant Verification Report \(GVR\) \(page 62\)](#) within the sponsoring institution's application portal once payments are released.

Announcement & Distribution

MERC funding will be announced by April 30, 2027, via [GovDelivery](#) (see [Communication](#) regarding signup).

- MDH will award funding to the clinical training site through the sponsoring institution.
 - The sponsoring institution will have 60 days to submit the required [MERC Grant Verification Report \(GVR\) \(Page 62\)](#) to confirm payments to clinical training sites were made in accordance with the sponsor's grant agreement.
- A summary of funding will be posted on the [MERC publications](#) webpage.
- Detailed funding reports will be available to applicants in the [Minnesota Clinical Training Site Grant Application portal](#).
 - Sponsors, see [Sponsoring Institution Reports](#) and [MERC Grant Verification Report \(GVR\)](#).
 - Teaching Programs, see [Teaching Program Reports](#).

MERC Application Instructions

Application Deadlines & Timeline Overview

Submission Deadline

 All applications must be submitted by **4:30 p.m. Central Time** on their designated due dates.



Late applications will not be accepted. Applicants are responsible for ensuring timely submission. MDH strongly recommends completing required steps **at least three calendar days in advance** to avoid unforeseen delays, including those due to technical issues or data coordination challenges between training sites, teaching programs and sponsoring institutions.

Key Dates & Milestones

Pre-Application

Activity	Date
Portal Opens	August 15, 2026
Teaching Programs - Share Clinical Trainee FTE Data with Training Site	August 15-31, 2026

Application

Activity	Deadline
Complete Sponsor Demographics	August 31, 2026
Complete Teaching Program Demographics	August 31, 2026
Training Site Application Due to Teaching Program	September 30, 2026 
Teaching Program - Review/Approve Site Application	October 1-15, 2026
Teaching Program - Submit Application to Sponsor	October 20, 2026 
Sponsor - Review/Approve Teaching Program Application	October 15-31, 2026
Sponsor - Submit Complete Application to MDH	October 31, 2026 

Post-Submission & Funding Milestones

Activity	Date
Sponsor – Execute Grant Agreement	Anticipated: March 15-April 1, 2027
MDH Releases Funding to Sponsors	April 30, 2027 (or before)

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Activity	Date
Sponsor Releases Funding to Eligible Sites	The earlier of 60-day of payment or June 30, 2027

Final Reporting

Activity	Date
Sponsor - Grant Verification Report (GVR) Deadline	June 30, 2027 (or sooner) 
MERC Portal/Cycle Closes	July 30, 2027

Application Details

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

August 15 – 31: Pre-Application Phase

Sponsors

- Register for the application portal (*new users only*).
- Existing representatives may assign secondary access to other registered users.
 - Set up new teaching programs and assign new representatives.
- Update Sponsoring Institution Demographics by August 31.

 Teaching programs and sites cannot begin applications until the sponsor's demographics are finalized.

Teaching Programs

- Email trainee data ([template information](#)) to the training site representatives with clinical trainee FTE data.
- Register in the application portal (*new users only*).
- New users receive access to teaching programs from the sponsor.
- Update Teaching Program Demographics by August 31 to indicate intent to apply.
 - Upload accreditation documents (*if applicable*).

 Sites cannot apply until teaching program steps are completed.

Training Sites

- Register in the application portal (*new users only*).
- Identify or claim training sites you represent (*if not previously claimed*).
- Review and verify trainee data received from the teaching programs.
 - Contact teaching programs to resolve any discrepancies.
- Complete Clinical Training Site Demographics and indicate intent to apply (*if applying*).

September 1 – 30: Coordination Phase

Sponsors

- Offer support to programs and sites as needed.

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Teaching Programs

- Respond to site questions by **September 15**.

Training Sites

- Begin Step 1 of the site application.
- Confirm alignment with data provided by the teaching program.
 - Resolve any discrepancies by September 15.
- Submit application to teaching program by **September 30**.
 - If not applying, update demographics section to withdraw intent.

 Do not apply for locations or trainees that differ from the data provided by the teaching program.

October 1 – 31: Teaching Program and Sponsor Application & Submission Phase

Sponsors

- Review and approve submitted teaching program applications.
- Submit completed sponsor application to MDH by **October 31**.

Teaching Programs

- Review and approve site application by **October 15**.
 - In rare cases, site data may require an amendment (disapprove/deny).
 - Notify sites of needed corrections by October 15.
- Final approvals are due October 20.
 - Remove unapproved or unresolved site applications and notify site representatives.
 - Non-compliant sites may be reported to MDH.
- Submit full teaching program application to sponsor by **October 20**.

Training Sites

- Verify the teaching program approval of the site application.
 - The teaching program will notify the site representative if the application is denied or removed.
 - Non-compliant sites may be reported to MDH.
 - Denied applications must be corrected and approved by **October 20**.
 - Late applications or inconsistent data will not be approved.

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Workflow

Figure 3

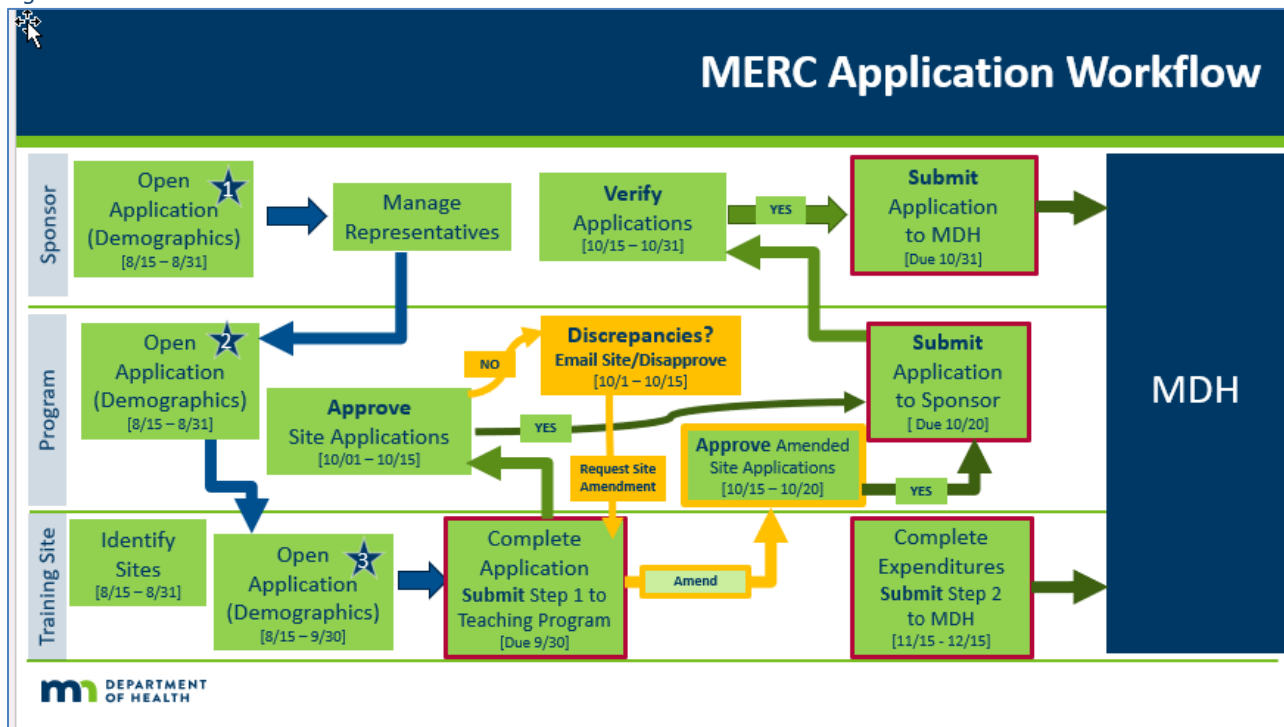
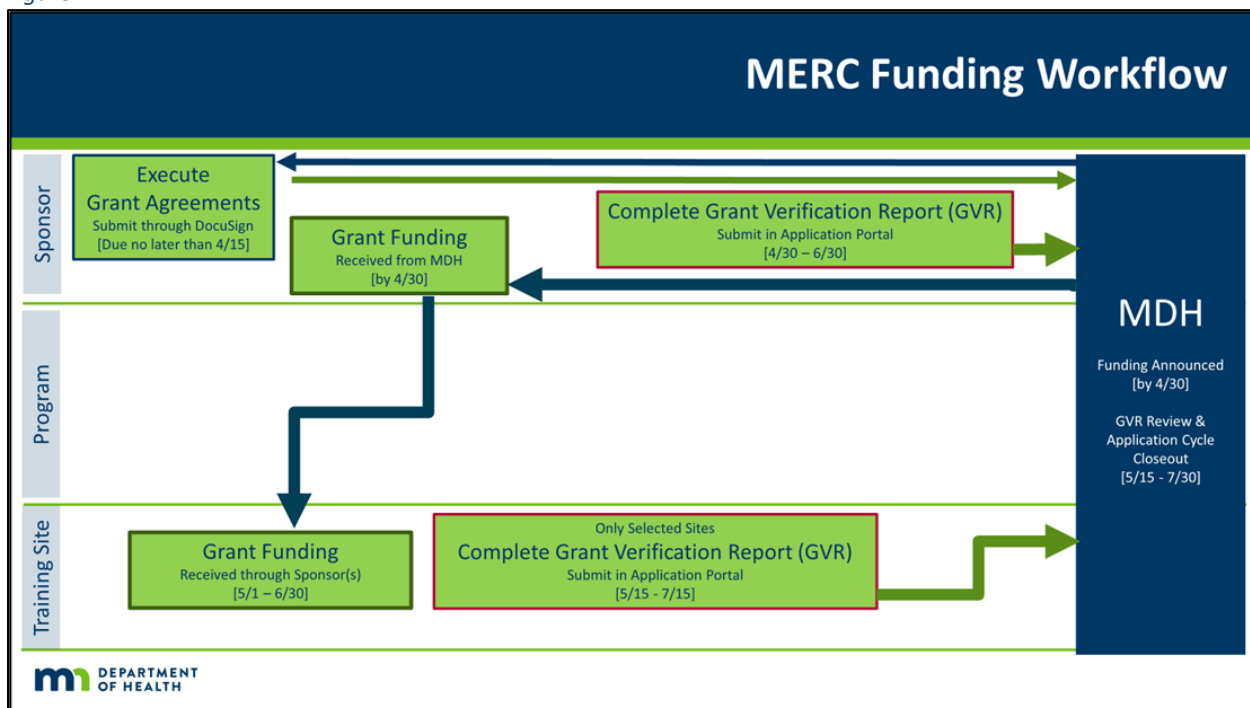


Figure 4



MERC Application Instructions

Questions & Communication

Please submit questions in writing by **4:30 p.m. Central Standard Time (CST), on October 28, 2026.**

Contact Information:

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

 Identify the sponsoring institution name and teaching program name in all correspondence. If the correspondence is site related, include the Application ID number and clinical training site name.

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
 - [Register](#) for account in the portal.
 - Update [User Profile](#)
 - [Adding/changing](#) sponsoring institution representative (completed by Sponsor).
 - [Adding/changing](#) teaching program representatives (completed by Sponsor).
- Opening the Application
 - [Sponsoring Institution Demographics](#)
 - [Teaching Program Demographics](#)
- Reports
 - [Sponsors](#)
 - [Teaching Programs](#)

MERC Application Instructions

Application and Submission Instructions

This section outlines the roles of the Minnesota Sponsoring Institution and Teaching Program in the application process.

Key Portal Features – Dual Application

The application portal supports submissions for both the [Medical Education and Research Cost \(MERC\) Grant Program](#) and the [Site-Based Clinical Training \(SBCT\) Grant Program](#). While this manual focuses on the MERC Program, the following integration details are important for sponsors and programs in proper coordination for their clinical training sites that may apply for both programs. Minnesota clinical training sites may apply for:

- MERC only
- SBCT only
- Both MERC and SBCT

⚠ Important: If training sites applies 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: Additional training site data collected during the MERC application process supports SBCT administration, without changing core MERC application steps for teaching programs or sponsoring institutions.

Separate Grant Verification Reports (GVRs): After funding is determined, the portal generates distinct GVRs to support 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 [ORHPC Grants and Funding webpage](#) for eligibility and program guidance.

SBCT Administration: The SBCT program is administered independently. Direct questions about SBCT eligibility or application assistance to ClinicalTraining.MDH@state.mn.us.

Application Process

Minnesota Sponsoring Institution

A Sponsoring Institution refers to a hospital, school, or consortium located in Minnesota that:

- sponsors and maintains primary organizational and financial responsibility for a clinical medical education program.
- is accountable to the accrediting body.

The sponsoring institution is designated as the official applicant due to several factors:

- Some programs may not be equipped to manage funding directly and rely on the sponsor or consortium for financial and administrative functions.
- For institutions with multiple programs receiving funding, this setup allows centralized coordination and simplifies application and reporting requirements.

MERC Application Instructions

Submission Requirements

Applications must be submitted to the Minnesota Department of Health (MDH) by the sponsoring institution on behalf of:

- One or more teaching programs.
- Clinical training sites hosting clinical trainees.

Application Components

Each sponsoring institution must complete/submit:

- Sponsoring Institution Demographics
- Application
 - Details of each teaching program applying under the sponsor.
 - Clinical training sites affiliated with those teaching programs.
- [Applicant Conflict of Interest Disclosure](#)
- Grant Agreement
- Grant Verification Report

Teaching Program

A Teaching Program is an accredited Minnesota-based program that:

- enrolls clinical trainees (students or residents)
- oversees the educational experience of each trainee
- coordinates clinical training at approved sites

Application Components

- Teaching Program Demographics
 - Accreditation information.
- Application
 - Details on clinical trainees.
 - Clinical training sites seeking funding under the teaching program.
 - The teaching program must review and approve each training site's eligibility (including location and full-time equivalent [FTE] trainees) before submitting the materials to the sponsoring institution.
 - The sponsor then reviews the full application and submits it to MDH.

Prior to the Application: Clinical Trainee Reporting

Between August 15 and August 31 (or earlier), the sponsoring institutions and teaching programs must provide fiscal year 2025 clinical trainee data to training sites where their students/residents received clinical training.

Data Template Distribution

To ensure a consistent format for training sites hosting trainees from multiple disciplines and sponsors, MERC staff distributed an Excel template on July 7 to all registered representatives of sponsoring institutions and teaching programs. Representatives are encouraged to complete the template and provide

MERC Application Instructions

trainee information to all of their 2025 clinical training sites located in Minnesota.

Purpose of Data

Training sites will rely on the data to:

- Complete their application
- Submit the site's clinical training expenditures

Required Data Elements

The figure below illustrates the data entry screen used by training sites. Items #2 - #6 are entered into the electronic form, while #1 is required to initiate the application.

Figure 5

The screenshot shows a web application window titled 'Clinical Trainees at Facility'. It features a search bar at the top right. Below it is a table with columns: Program Type, Sponsoring Institution, Teaching Program, Trainee Setting, Fulltime Equivalent (FTE) Clinical Trainee, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Below the table, there are five input fields: 'Program Type' (a dropdown menu), 'Sponsoring Institution' (a dropdown menu with the text 'Select from drop down - sponsors applying'), 'Teaching Program' (a dropdown menu with the text 'Select from drop down - teaching programs applying'), 'Trainee Setting' (a dropdown menu with the text 'Select from drop down - Inpatient, Ambulatory, or Both'), and 'Fulltime Equivalent (FTE) Clinical Trainee' (a text input field with the placeholder 'Enter FTEs - Truncate to four decimals').

Item	Description
1.	Name and Address of Site where training occurred
2.	Trainee/Program Type: 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.
3.	Sponsoring Institution Name
4.	Teaching Program Name and Contact Information

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Item	Description
5.	Patient Care Setting (Inpatient, Ambulatory, or Both)
6.	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).

Additional Data (Not Collected in the Application)

Although not required in the application, providing the following information will support training sites in determining eligible expenditures:

- Dates of clinical training
- Name of primary preceptor(s) and student(s)/resident(s).

Communication and Clarifications

Training sites should contact the appropriate sponsoring institution or teaching program representative with any questions about their trainee data before submitting their application. Proactive resolution of trainee data will minimize disapproval. Teaching programs have the ability to remove a site application deemed noncompliant if discrepancies remain unresolved prior to final submission.

MERC Application Instructions

Accessing the Application Portal

All applications must be submitted electronically via the official [MERC portal](https://merc.web.health.state.mn.us.) (<https://merc.web.health.state.mn.us.>)

Figure 6



Portal Navigation

- Top 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 2025 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 MERC Application login and registration interface. At the top, there is a dark blue header with the 'm' logo and 'DEPARTMENT OF HEALTH'. Below the header, the main content area is light gray. In the center, there is a white box titled 'Log in to merc-realm'. Inside this box, there are two input fields: 'Email' with the value 'diane.reger@state.mn.us' and 'Password' with a masked password '*****'. Below the password field, there is a checkbox labeled 'Remember me' and a link 'Forgot Password?'. A blue 'Log in' button is positioned below the input fields. To the left of the login box, there are two labels: 'Returning Users' and 'New Users'. A red arrow points from 'Returning Users' to the login box, and another red arrow points from 'New Users' to a link 'New user? Register' located below the 'Log in' button.

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).

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).

MERC Application Instructions

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

Figure 8

The screenshot shows the MERC application registration interface. At the top left is the logo for the Department of Health, featuring a stylized 'm' and the text 'DEPARTMENT OF HEALTH'. The main heading is 'merc-realm'. Below this is a registration form with fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. A blue 'Register' button is at the bottom of the form, with a '« Back to Login' link below it. To the left of the form is a box containing registration rules: 'Each registered user must have a unique email address.', 'This will be your username.', 'Do not use personal email addresses.', and 'Email address should be with the organization you represent.' To the right of the form is an 'Email verification' section. It contains a warning box stating 'You need to verify your email address to activate your account.' Below this, it says 'An email with instructions to verify your email address has been sent to you.' and 'Haven't received a verification code in your email? Click here to re-send the email.' At the bottom of this section, it says 'Someone has created a Merc-realm account with this email address. If this was you, click the link below to verify your email address' followed by a 'Link to e-mail address verification' link. A note states 'This link will expire within 15 minutes.' and 'If you didn't create this account, just ignore this message.' Red arrows and numbers 1, 2, and 3 point to specific elements: 1 points to the 'First name' field, 2 points to the 'Register' button, and 3 points to the 'Link to e-mail address verification' link.

merc-realm

First name 1

Last name

Email

Password

Confirm password

Register 2

« Back to Login

Each registered user must have a unique email address.
This will be your username.
Do not use personal email addresses.
Email address should be with the organization you represent.

Email verification

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? Click here to re-send the email. 3

Someone has created a Merc-realm account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 15 minutes.

If you didn't create this account, just ignore this message.

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 shows the 'Manage User Profile' page. At the top, there is a header with the Minnesota Department of Health logo and the text '2018 Minnesota Clinical Training Site Grant Application'. Below the header is a navigation bar with links: Home, Admin, Applications, and a user dropdown menu showing 'diane.reger@state.mn.us'. The main content area has a breadcrumb trail 'Home / Manage User Profile' and a title 'Manage User Profile'. Below this is a 'User Profile' section with a blue header. It contains several input 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, highlighted with a green border), and 'Phone' ((651) 201-3566). Below the user profile is an 'Employer Information' section with fields for '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), and 'Postal Code' (0882). At the bottom of the form is a green 'Update' button.

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).

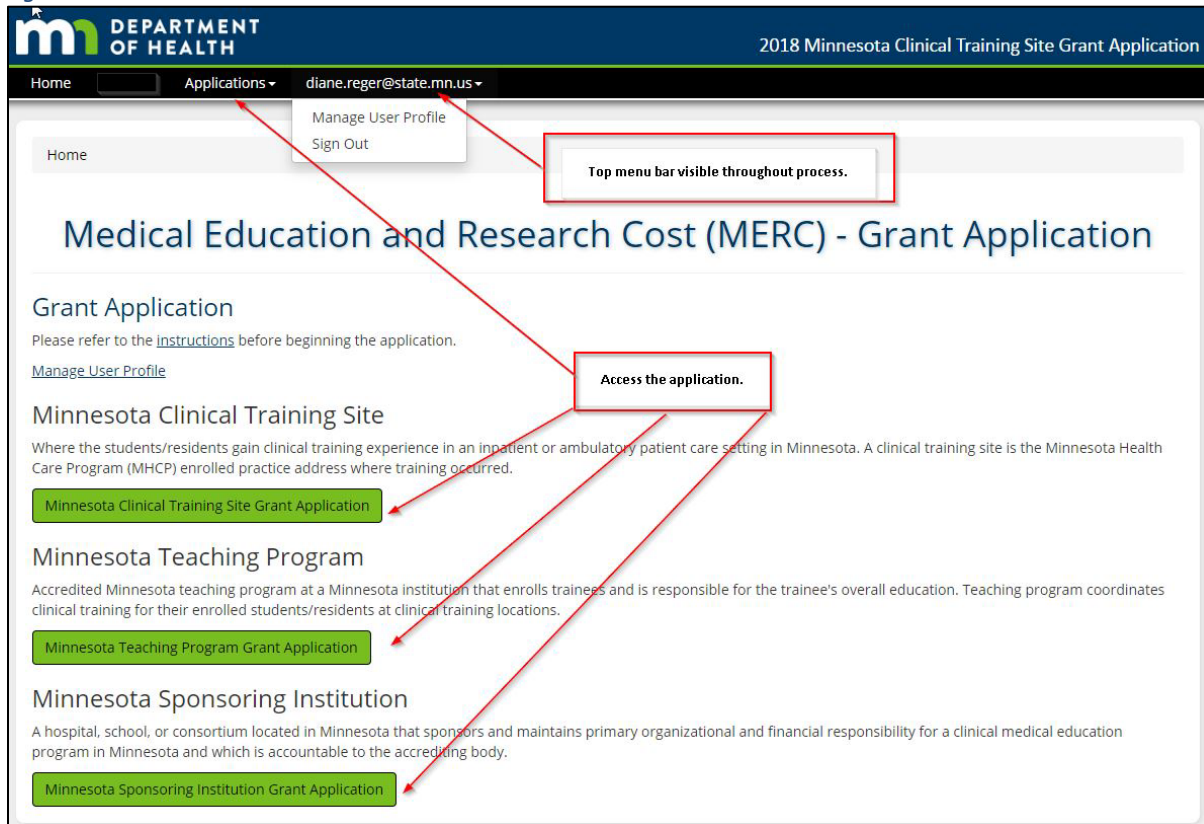
You can also manage your user profile via the top menu bar or Home Screen (see Figure 10).

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 Sponsoring Institution Application (or)
 - Minnesota Teaching Program Application

Option 2: Top Menu Navigation

- Use the top menu bar and select Applications.
- Choose:
 - Minnesota Sponsoring Institution, (or)
 - Minnesota Teaching Program

MERC Application Instructions

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

Minnesota Sponsoring Institution Instructions

A Sponsoring Institution is a hospital, school, or consortium located in Minnesota that:

- Sponsors a clinical medical education program.
- Maintains primary organizational and financial responsibility for a clinical medical education program.
- Is accountable to the accrediting body overseeing the program.

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

Figure 11



MERC Application Instructions

Task Overview

The following tasks must be completed in order. Each task has its own detailed instructions on subsequent pages.

Order	Task	Timing	Key Actions
1	Manage Sponsoring Institutions & Teaching Programs	August	▪ Setup user access. ▪ Add accredited teaching programs to the sponsor's application. ▪ Assign additional representatives, if needed.
2	Sponsoring Institution Demographics	August	▪ Complete demographic details. ▪ Open the application process.
3	Sponsoring Institution Applications	October	▪ Review and approve submitted teaching program applications. ▪ Submitted approved applications to MDH.
4	Reports	As Needed	▪ Export application content to Excel format for review and records.

Task 1: [Manage Sponsoring Institutions & Teaching Programs](#)

- Setup user access.
- Add accredited teaching programs to the sponsor's application.
- Assign additional representatives, if needed.

 Action Recommended: Complete Step 1 immediately to enable access and set up teaching programs.

Task 2: [Sponsoring Institution Demographics](#)

- Complete demographic details.
- Open the application process.

 Action Recommended: Step 2 should be completed immediately to enable access and set up teaching programs.

Task 3: [Sponsoring Institution Applications](#)

- Review and approve submitted teaching program applications.
- Submit approved applications to MDH.

 Timing: Step 3 should be completed after October 20, 2026, once teaching programs submit their materials.

Task 4: [Reports](#)

- Generate Excel reports to review submitted application content in a structured format.

MERC Application Instructions

Manage Sponsoring Institutions & Teaching Programs

This section explains how a sponsoring institution representative gains access, manages affiliated teaching programs, and completes the institutional demographics.

- The first representative for the sponsoring institution must be granted access by MERC program administrator.
- After initial access is approved, the representative can:
 - Manage access for additional users.
 - Add and oversee accredited teaching programs.
 - Control permissions for teaching program representatives.
- Additional representatives do not seek access from MDH. They must be added by a current representative.

⚠ Access remains active until revoked by MDH or a representative of the sponsoring institution.

Figure 12

The screenshot shows the user interface of the 2018 Minnesota Clinical Training Site Grant Application. The header includes the Minnesota Department of Health logo and the title '2018 Minnesota Clinical Training Site Grant Application'. The navigation bar shows 'Home', 'Admin', 'Applications', and the user 'diane.reger@state.mn.us'. The breadcrumb trail indicates the user is in 'Home / Minnesota Sponsoring Institution / Manage Sponsoring Institutions & Teaching Programs'. The main heading is 'Manage Sponsoring Institutions & Teaching Programs'. Below this is a section titled 'List of Authorized Sponsoring Institutions' with a search bar and a table. The table has columns for 'Grant Cycle Year', 'Sponsoring Institution', and 'Action'. It currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom left, there is a link 'Request Access to Sponsoring Institution' with a red circle containing the number 1 next to it. At the bottom right, there are 'Previous' and 'Next' buttons.

MERC Application Instructions

Requesting Initial Access to Sponsoring Institution (First Time Sponsors Only)

If the sponsoring institution **did not apply** in a previous cycle, send an email to health.merc@state.mn.us and provide:

- Subject line: [Sponsoring Institution Name] – FY2025 Training MERC Application
- Body:
 - Sponsoring Institution's name
 - Representative's name
 - Brief paragraph stating the sponsors eligibility for FY2025 clinical training.

Figure 13

Once the portal has the new sponsoring institution as an option, the MERC administrator will notify the representative to return to the **Manage Sponsoring Institution & Teaching Programs** section to begin the steps below:

1. Application Cycle Year: Select 2025.
2. Sponsoring Institution: Select the sponsoring institution.
 - New sponsors meeting the application criteria, contact health.merc@state.mn.us as noted in the last section.
3. Comment: Provide a brief comment attesting to your authority to represent the sponsor.
4. Press Submit Request.
 - MDH will approve the first representative's access or respond within 24 business hours of receiving the email.
 - After initial access is granted, only the existing sponsoring institution representatives may designate additional representatives. (See [Grant/Revoke Access.](#))
5. Return to Manage Sponsoring Institutions & Teaching Programs after access is granted.

MERC Application Instructions

Manage Sponsoring Institution Portal

Figure 14

The screenshot shows the 'Manage Sponsoring Institutions & Teaching Programs' page in the MERC application. The header includes the Minnesota Department of Health logo and the title '2018 Minnesota Clinical Training Site Grant Application'. The breadcrumb trail is 'Home / Minnesota Sponsoring Institution / Manage Sponsoring Institutions & Teaching Programs', with a red circle '8' highlighting the 'Minnesota Sponsoring Institution' link. The main heading is 'Manage Sponsoring Institutions & Teaching Programs'. Below this is a section titled 'Sponsoring Institutions' with a search bar and a table. The table has columns for 'Grant Cycle Year', 'Sponsoring Institution', and 'Action'. A single entry is shown for the year 2018 and institution 'TEST Sponsoring Institution'. The 'Action' column contains two links: 'Add/Remove Teaching Programs' (highlighted with a red circle '6') and 'Grant/Revoke Access' (highlighted with a red circle '7'). Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Request Access to Sponsoring Institution'. At the bottom right of the table area are 'Previous', '1', and 'Next' buttons.

Home / [Minnesota Sponsoring Institution](#) / Manage Sponsoring Institutions & Teaching Programs

Manage Sponsoring Institutions & Teaching Programs

Sponsoring Institutions

Show 10 entries Search:

Grant Cycle Year	Sponsoring Institution	Action
2018	TEST Sponsoring Institution	Add/Remove Teaching Programs Grant/Revoke Access

Showing 1 to 1 of 1 entries

[Request Access to Sponsoring Institution](#)

Previous 1 Next

After initial access is granted, representatives have the ability to:

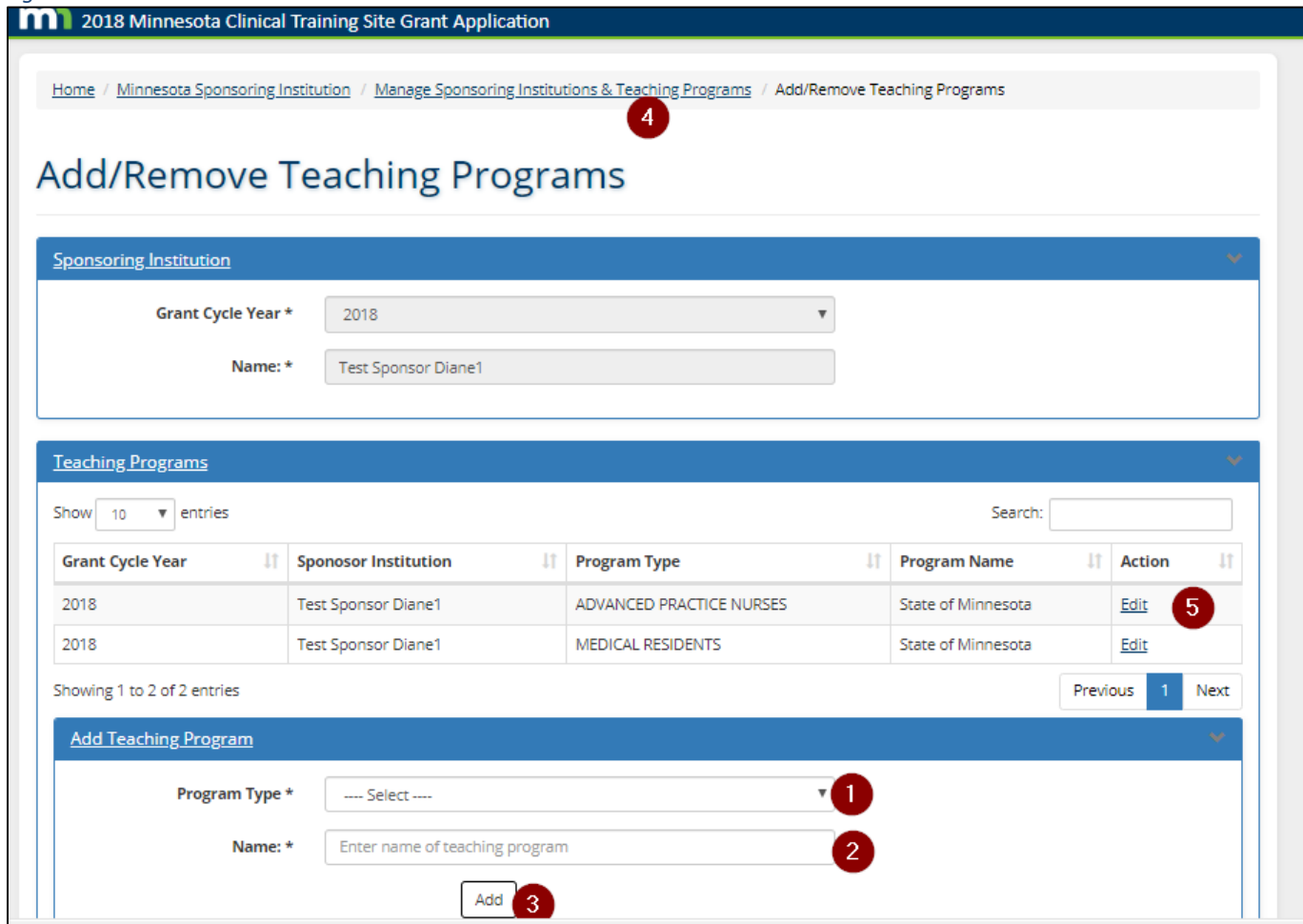
6. [Add/Remove/Edit](#) teaching programs.
7. [Grant/Revoke Access](#) to representatives.
8. Navigate back to other sections.

MERC Application Instructions

Add/Edit Teaching Programs

Representatives can manage their institution's teaching programs.

Figure 15



2018 Minnesota Clinical Training Site Grant Application

Home / Minnesota Sponsoring Institution / Manage Sponsoring Institutions & Teaching Programs / Add/Remove Teaching Programs

Add/Remove Teaching Programs

Sponsoring Institution

Grant Cycle Year * 2018

Name: * Test Sponsor Diane1

Teaching Programs

Show 10 entries Search:

Grant Cycle Year	Sponsor Institution	Program Type	Program Name	Action
2018	Test Sponsor Diane1	ADVANCED PRACTICE NURSES	State of Minnesota	Edit
2018	Test Sponsor Diane1	MEDICAL RESIDENTS	State of Minnesota	Edit

Showing 1 to 2 of 2 entries Previous 1 Next

Add Teaching Program

Program Type * --- Select ---

Name: * Enter name of teaching program

Add

Add New Teaching Programs

4. Program Type: Select the program type.
5. Name: Enter the teaching program name.
6. Click Add.
7. Repeat 1 – 3 as needed. When finished, return to the previous screen.

Edit/Remove Teaching Programs

8. Click Edit next to the teaching program name.

Edit Teaching Programs

- If the program name has changed or has a typo, edit the program name.
- If a new teaching program was mistakenly added, the sponsor may remove the newly added program.

Do not delete historical programs. (see below or contact health.merc@state.mn.us for clarification).

MERC Application Instructions

Figure 16

The screenshot shows the 'Edit Teaching Program' form within the '2018 Minnesota Clinical Training Site Grant Application' system. The form is titled 'Edit Teaching Program' and includes the following fields and actions:

- Grant Cycle Year ***: A dropdown menu showing '2018'.
- Sponsoring Institution: ***: A dropdown menu showing 'Test Sponsor Diane1'.
- Program Type ***: A dropdown menu showing 'ADVANCED PRACTICE NURSES' (marked with a red circle 1).
- Name: ***: A text input field containing 'State of Minnesota' (marked with a red circle 2).
- Actions**: A green 'Save' button (marked with a red circle 3), a blue 'Delete' link, and a blue 'Cancel' link.

Navigation links at the top include: Home, Admin, Applications, and a user profile for 'diane.reger@state.mn.us'. A breadcrumb trail at the top of the form area reads: Home / Minnesota Sponsoring Institution / Manage Sponsoring Institutions & Teaching Programs / Add/Remove Teaching Programs / Edit Teaching Program (marked with a red circle 4).

1. Program Type: Edit program type if incorrect.
2. Name: Edit program name if incorrect.
3. Click save, delete, or cancel.
 - Save – If edits were made.
 - Delete – Only for newly added programs with no history.
 - Programs with history should not be deleted.
 - Cancel – To exit without changes.
 - Contact health.merc@state.mn.us if clarification is needed.
4. Return to the previous screen for additional edits.
 - Click Manage Sponsoring Institutions & Teaching Programs to Grant/Revoke Access to additional sponsoring institution representatives or teaching program representatives.

MERC Application Instructions

Grant/Revoke Access

Sponsoring Institution Representatives

Sponsoring institution representatives can grant or revoke access to other representatives at their organization.

Figure 17

Home / Minnesota Sponsoring Institution / Manage Sponsoring Institutions & Teaching Programs
/ Grant/Revoke Access to Sponsoring Institution & Teaching Programs

Grant/Revoke Access to Sponsoring Institution & Teaching Programs

Sponsoring Institution

Grant Cycle Year * 2018

Name: * Test Sponsor Diane1

Sponsoring Institution Authorized Users

Show 10 entries Search:

username	Action
diane.reger@state.mn.us	Revoke Access 3

Showing 1 to 1 of 1 entries Previous 1 Next

Grant User Access to Sponsoring Institution

Username: * Enter username... 1

User must have an account before access can be granted.

Grant Access 2

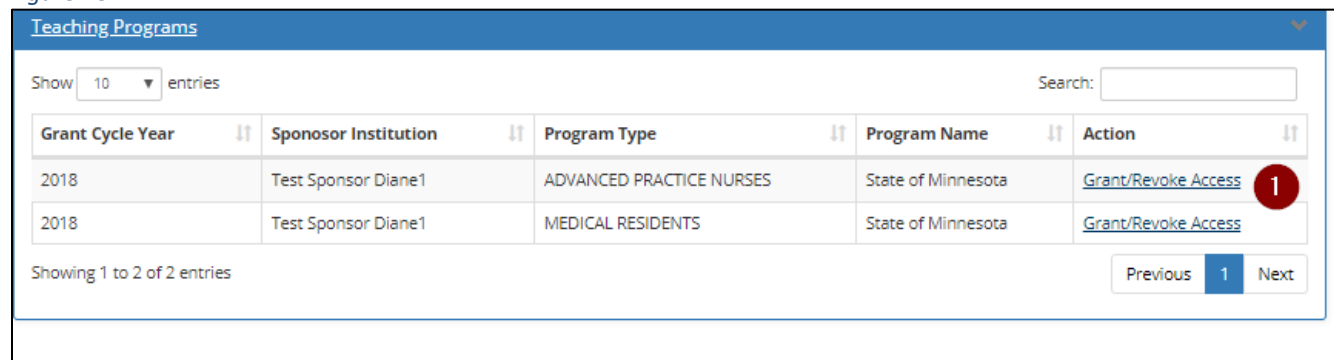
1. Enter the registered user's email/username.
 - Users must be registered.
2. Click: Grant Access – Immediate authority granted.
3. Revoke Access: Removes access to sponsor and program tasks (system access remains).

MERC Application Instructions

Teaching Program Representatives (Optional)

- Sponsoring institution representative(s) oversee the entire application.
- The sponsoring institution representative can complete the entire teaching program application or assign additional access to program representatives.
- Additional access can be granted to one or more teaching representatives.
- The teaching program representative will be granted access to only the teaching program specified by the sponsoring institution representative.

Figure 18



Grant Cycle Year	Sponsor Institution	Program Type	Program Name	Action
2018	Test Sponsor Diane1	ADVANCED PRACTICE NURSES	State of Minnesota	Grant/Revoke Access
2018	Test Sponsor Diane1	MEDICAL RESIDENTS	State of Minnesota	Grant/Revoke Access

Showing 1 to 2 of 2 entries

Previous 1 Next

1. Select the teaching program.
2. Grant/Revoke access by selecting the teaching program.

MERC Application Instructions

Figure 19

2018 Minnesota Clinical Training Site Grant Application

Grant/Revoke Access to Teaching Program

Teaching Program

Grant Cycle Year * 2018

Sponsoring Institution: * Test Sponsor Diane1

Program Type * ADVANCED PRACTICE NURSES

Name: * State of Minnesota

Teaching Program Authorized Users

Show 10 entries Search:

username	Action
diane.reger@state.mn.us	Revoke Access 3

Showing 1 to 1 of 1 entries Previous 1 Next

Grant User Access to Teaching Program

Username: * Enter username... 1

User must have an account before access can be granted.

Grant Access 2

1. Enter the username of the program representative to approve/grant access to.
 - Users must be registered.
2. Click Grant Access.
 - Users have access to the teaching program specified.
3. Click Revoke Access.
 - The representative will no longer have access to the teaching program specified.
4. Return to previous screen using links on top of the page.

MERC Application Instructions

Sponsoring Institution Demographics

The sponsor must complete this section before teaching programs and sites can submit applications.

Sponsor Information

Figure 20

DEPARTMENT OF HEALTH
2018 Minnesota Clinical Training Site Grant Application

Home Admin Applications diane.reger@state.mn.us

Home / Minnesota Sponsoring Institution / Sponsoring Institution Demographics

Sponsoring Institution Demographics

Items with an * are required.

Sponsoring Institution(s)

Sponsoring Institution: * Test Sponsor Diane1 1

Sponsoring Institution Information 2

Name: Test Sponsor Diane1

Address Line 1: * 121 E 7th Place

Address Line 2: Enter address line 2.

City: * St. Paul

Select State: * MINNESOTA

Zip Code: * 54321

Postal Code: 1234

Use arrows to expand or decrease section.

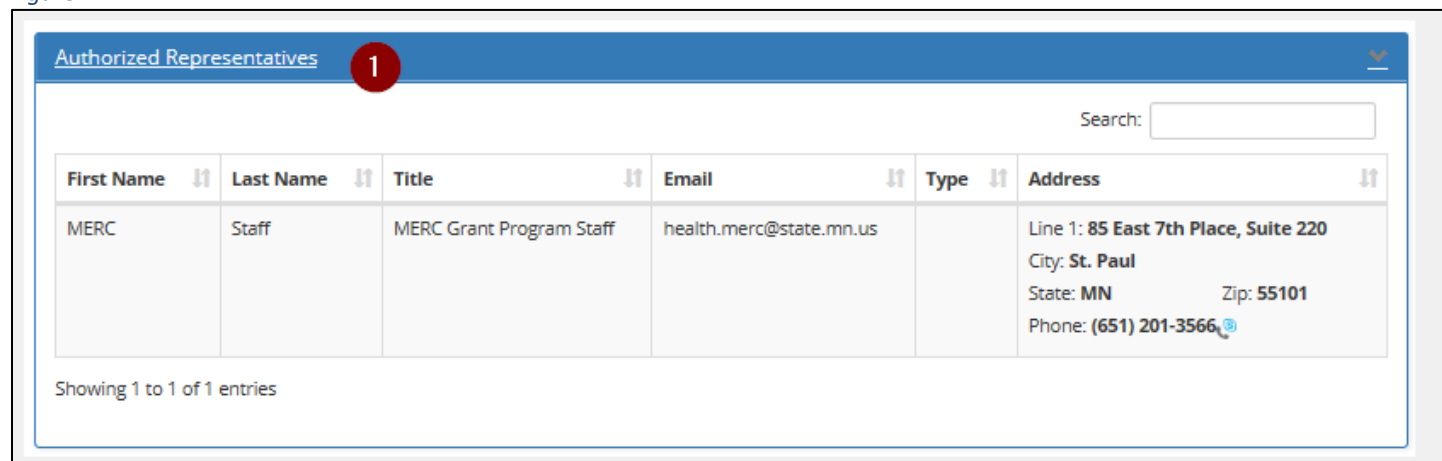
1. Select the sponsoring institution.
 - If returning, previous details auto-populate.
2. Enter/Edit sponsor information.
 - Scroll to complete all required fields.

MERC Application Instructions

Authorized Representatives

- The sponsoring institution representatives listed in Manage Sponsoring Institutions & Teaching Programs are named in the application.

Figure 21



First Name	Last Name	Title	Email	Type	Address
MERC	Staff	MERC Grant Program Staff	health.merc@state.mn.us		Line 1: 85 East 7th Place, Suite 220 City: St. Paul State: MN Zip: 55101 Phone: (651) 201-3566

Showing 1 to 1 of 1 entries

1. No entry takes place.
 - The information is pulled automatically from the representative's [user profile](#).
 - To add more representatives, use [Grant/Revoke Access – Sponsoring Institution Representative](#).

MERC Application Instructions

Vendor Information

Provide contact information (name, title, email, and phone) for the individual responsible for funding administration. Once funding is determined, this individual will be named in the grant agreement.

Also submit the sponsor's Minnesota Supplier information.

Visit [SWIFT \(State of Minnesota Supplier Portal\)](#) to determine the correct Vendor Number and Location Code and the corresponding vendor name, DBA name and remit to address for these codes. This information will be used by accounts payable if a grant is issued. The address provided must match the vendor's current remit to address for the vendor number and location provided.

🔔 MDH will use DocuSign for agreement signature. If two signatures are required on the grant agreement, provide the second individual's information to the MERC administrator by October 31, 2026.

Figure 22

The screenshot shows a web form titled "Vendor Information" with a blue header bar. The form contains the following fields and values:

Field	Value
Authorized Representative: *	Diane Reger
Title: *	Testing 10072019
Email: *	health.merc@state.mn.us
Phone: *	(651) 201-3566
Vendor Name: *	State of Minnesota
DBA (when applicable):	Minnesota Department of Health
Vendor Number: *	1111111111
Vendor Location Code: *	011
Federal Employer ID: *	11-1111111
Minnesota Tax ID: *	1111111
Address Line 1: *	111 MERC Circle
Address Line 2:	222 Line 2
City: *	St. Cloud
Select State: *	MINNESOTA
Zip Code: *	54321
Postal Code:	1234

At the bottom of the form, there is a checkbox labeled "I have verified that the information above is correct and complete." which is checked.

MERC Application Instructions

Opening the Sponsoring Institution Application

Before any teaching program or site can apply:

- The sponsoring institution must confirm participation.
- Indicate “YES” for FY2025 program applications (see Figure 23).

Figure 23



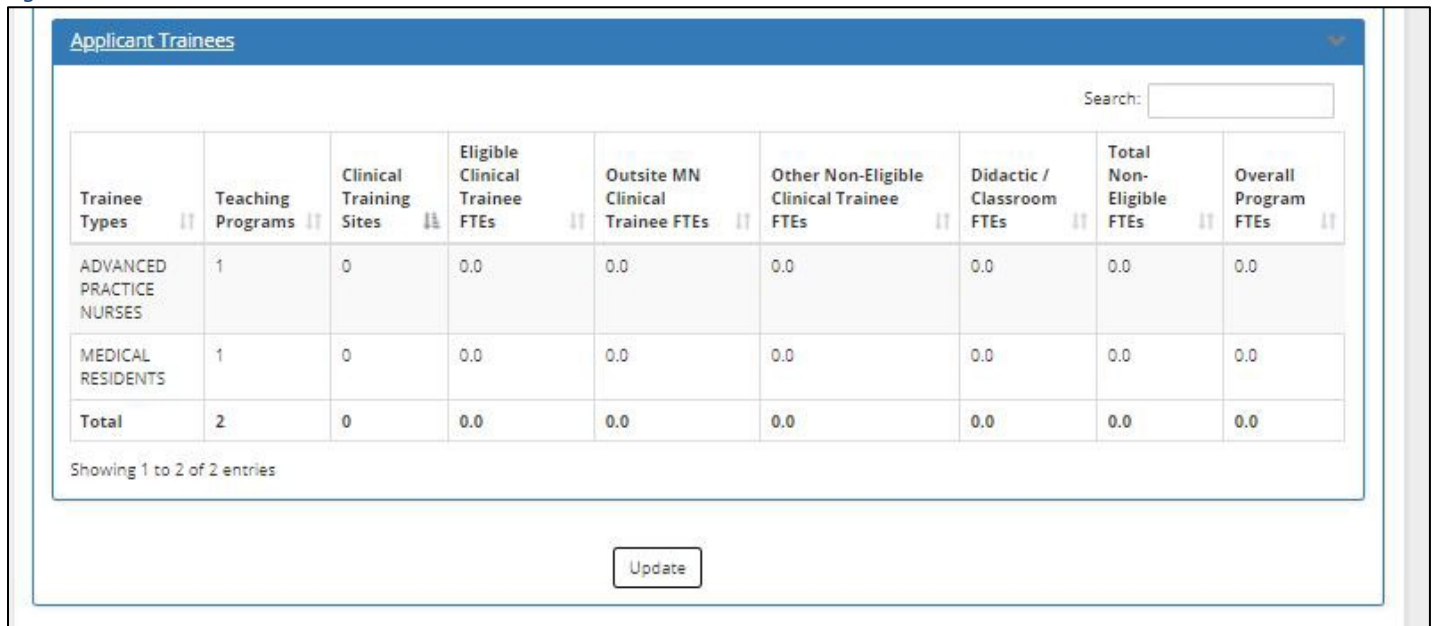
Open Fiscal Year [2018] Application

Applying: ☒ YES ☐ NO

Applicant Trainees

- As programs/sites submit application:
 - A summary table auto-populates with trainee counts.
 - No data entry is needed here.

Figure 24



Trainee Types	Teaching Programs	Clinical Training Sites	Eligible Clinical Trainee FTEs	Outside MN Clinical Trainee FTEs	Other Non-Eligible Clinical Trainee FTEs	Didactic / Classroom FTEs	Total Non-Eligible FTEs	Overall Program FTEs
ADVANCED PRACTICE NURSES	1	0	0.0	0.0	0.0	0.0	0.0	0.0
MEDICAL RESIDENTS	1	0	0.0	0.0	0.0	0.0	0.0	0.0
Total	2	0	0.0	0.0	0.0	0.0	0.0	0.0

Showing 1 to 2 of 2 entries

Update

Save Your Work

- Once demographics are complete, click Update.
- Use the top navigation links to return to the Minnesota Sponsoring Institution page.

MERC Application Instructions

Sponsoring Institution Applications

Approving & Submitting Teaching Program Applications

This step can only begin **after teaching programs have submitted their applications for final approval**. Sponsors are responsible for verifying and submitting these applications to the Minnesota Department of Health (MDH).

Key Deadlines

Tasks	Deadline 4:30 pm CT
Training Sites submit to Teaching Programs	By September 30, 2026
Teaching Programs submit to Sponsor	By October 20, 2026
Sponsor submits to MDH	By October 31, 2026

Steps to Approve & Submit

1. **Review Applications (Figure 25):** Once teaching programs submit their applications, the sponsor may begin the review process.
 - Select the sponsoring institution to start approval (Ex.1).
 - Use the available navigation links at the top of the screen to return to the Sponsoring Institution main page (as needed).

Figure 25

Home / Minnesota Sponsoring Institution / Sponsoring Institution Applications

Sponsoring Institution Applications

Sponsoring Institution Demographics must be completed before your application is started.

Show 10 entries

Cycle Year	Sponsoring Institution	Teaching Program (Type) and Status	Action								
2018	Test Sponsor 1	<table><thead><tr><th>Teaching Program (Type)</th><th>TP Status</th></tr></thead><tbody><tr><td>Test Program A (Medical Residents)</td><td>TP-SUBMITTED</td></tr><tr><td>Test Program B (Advanced Practice Nurses)</td><td>TP-SUBMITTED</td></tr><tr><td>Test Program C (Physician Assistants)</td><td>TP-SUBMITTED</td></tr></tbody></table>	Teaching Program (Type)	TP Status	Test Program A (Medical Residents)	TP-SUBMITTED	Test Program B (Advanced Practice Nurses)	TP-SUBMITTED	Test Program C (Physician Assistants)	TP-SUBMITTED	Select
Teaching Program (Type)	TP Status										
Test Program A (Medical Residents)	TP-SUBMITTED										
Test Program B (Advanced Practice Nurses)	TP-SUBMITTED										
Test Program C (Physician Assistants)	TP-SUBMITTED										
2018	Test Sponsor 2	<table><thead><tr><th>Teaching Program (Type)</th><th>TP Status</th></tr></thead><tbody><tr><td>Test Program D (Medical Residents)</td><td>PENDING</td></tr><tr><td>Test Program E (Advanced Practice Nurses)</td><td>PENDING</td></tr></tbody></table>	Teaching Program (Type)	TP Status	Test Program D (Medical Residents)	PENDING	Test Program E (Advanced Practice Nurses)	PENDING	Select		
Teaching Program (Type)	TP Status										
Test Program D (Medical Residents)	PENDING										
Test Program E (Advanced Practice Nurses)	PENDING										
2018	Test Sponsor 3 10072019	<table><thead><tr><th>Teaching Program (Type)</th><th>TP Status</th></tr></thead><tbody><tr><td>Test Program 1 (Medical Residents)</td><td>PENDING</td></tr><tr><td>Test Program 2 (Dental Residents)</td><td>PENDING</td></tr><tr><td>Test Program 3 (PharmD Residents)</td><td>PENDING</td></tr></tbody></table>	Teaching Program (Type)	TP Status	Test Program 1 (Medical Residents)	PENDING	Test Program 2 (Dental Residents)	PENDING	Test Program 3 (PharmD Residents)	PENDING	Select
Teaching Program (Type)	TP Status										
Test Program 1 (Medical Residents)	PENDING										
Test Program 2 (Dental Residents)	PENDING										
Test Program 3 (PharmD Residents)	PENDING										

MERC Application Instructions

2. Approve or Disapprove Applications (Figure 26)

- View teaching program application details before proceeding (Ex. 1).
- Select programs to approve individually or choose 'select all' (Ex. 2).
- Enter comments only when disapproving (Ex. 3).
- Choose to approve or disapprove (Ex. 4):
 - Disapprove if edits are required prior to submission to MDH (rare).
 - After disapproval, programs may revise and resubmit for approval.
- Use navigation links at the top of the screen to return to the Sponsoring Institution page as needed.

Figure 26

The screenshot displays the 'Submit Grant Application' page. At the top, a breadcrumb trail reads: Home / Minnesota Sponsoring Institution / Sponsoring Institution Applications / Submit Grant Application. A red circle with the number 5 is placed above the title 'Submit Grant Application'. Below the title, there are three blue header bars: 'Selected (Test Sponsor 1)', 'Sponsoring Institution Fiscal Year (2018) Clinical Training', and 'Teaching Programs'. On the right side of these bars, there are expand/collapse icons, with a callout bubble stating 'Click to expand/see details.' Below the 'Teaching Programs' bar is a search field labeled 'Search:'. The main content is a table with columns: Teaching Program (Type), Status, Comment, Approved Date, Finalized Date, and Action. The table contains three entries, all with a status of 'NEW'. Each entry has a checkbox in the first column, a callout bubble (2) pointing to the checkboxes with the text 'Select all or select line by line to approve or disapprove.', and a 'View' button in the Action column, with a callout bubble (1) pointing to the 'View' buttons with the text 'Program applications can be viewed before approval.' The 'Comment' column for each entry has a text area, with a callout bubble (3) pointing to the first one with the text 'Comment can be made to program if necessary.' At the bottom of the table, there is a pagination link 'Showing 1 to 3 of 3 entries' and two buttons: 'Approve Selected' and 'Disapprove Selected', with a callout bubble (4) pointing to the 'Disapprove Selected' button.

Home / Minnesota Sponsoring Institution / Sponsoring Institution Applications / Submit Grant Application

Submit Grant Application

Click to expand/see details.

Selected (Test Sponsor 1)

Sponsoring Institution Fiscal Year (2018) Clinical Training

Teaching Programs

Select all or select line by line to approve or disapprove.

Search:

☐	Teaching Program (Type)	Status	Comment	Approved Date	Finalized Date	Action
☐	Test Program A (Medical Residents) Status: TP-SUBMITTED Address: 123 Main Street City: St. Paul State: MN Zip: 54321 Zip4: 1234	NEW				View
☐	Test Program B (Advanced Practice Nurses) Status: TP-SUBMITTED Address: 123 Main Street City: St. Paul State: MN Zip: 54321 Zip4: 1234	NEW				View
☐	Test Program C (Physician Assistants) Status: TP-SUBMITTED Address: 123 Street City: St. Paul State: MN Zip: 54321 Zip4: 5321	NEW				View

Showing 1 to 3 of 3 entries

Program applications can be viewed before approval. 1

Comment can be made to program if necessary. 3

2

4

MERC Application Instructions

3. Submit to MDH (Figure 27)

- Once programs are approved:
 - System checks for missing information prior to submission (Ex.1).
 - Proceed to finalize the submission process. (See Figures 28 – 30).

Figure 27

Teaching Programs

Search:

Teaching Program (Type)	Status	Comment	Approved Date	Finalized Date	Action
Test Program A (Medical Residents) Status: TP-SUBMITTED Address: 123 Main Street City: St. Paul State: MN Zip: 54321 Zip4: 1234	SP-APPROVED		10/10/2019		View
Test Program B (Advanced Practice Nurses) Status: TP-SUBMITTED Address: 123 Main Street City: St. Paul State: MN Zip: 54321 Zip4: 1234	SP-APPROVED		10/10/2019		View
Test Program C (Physician Assistants) Status: TP-SUBMITTED Address: 123 Street City: St. Paul State: MN Zip: 54321 Zip4: 5321	SP-APPROVED		10/10/2019		View

Showing 1 to 3 of 3 entries

[Submit Application to MDH](#)

Figure 28

[Home](#) / [Minnesota Sponsoring Institution](#) / [Sponsoring Institution Applications](#) / [Submit Grant Application](#) / [Finalize Application](#)

Finalize Application

[Submit Grant Application](#)

Items with an * are required.

Grant Application Summary Fiscal Year [2018] Clinical Training

Sponsoring Institution

Sponsoring Institution:

Address Line 1:

Address Line 2:

City:

State:

Zip:

MERC Application Instructions

Figure 29

The screenshot shows a table titled "Teaching Program" with a search bar and three columns: Teaching Program, Type, and Address. There are three entries listed: Test Program A, Test Program B, and Test Program C. Each entry has associated details like City, State, Zip, and Facility Type.

Teaching Program	Type	Address
Test Program A	Medical Residents	123 Main Street City: St. Paul State: MN Zip: 54321 Facility Type: Medical Residents
Test Program B	Advanced Practice Nurses	123 Main Street City: St. Paul State: MN Zip: 54321 Facility Type: Advanced Practice Nurses
Test Program C	Physician Assistants	123 Street City: St. Paul State: MN Zip: 54321 Facility Type: Physician Assistants

Showing 1 to 3 of 3 entries

Figure 30

The screenshot shows the "Validation Summary" section with a green message: "Application is complete. Confirm approval below." Below this, there are two sections: "Teaching Programs Approved:" and "Demographic Information:", both marked as "COMPLETED". The "Final Approval and Submission" section contains a checkbox for affirming the application's accuracy, a red circle with the number 1 pointing to it, and a red box around the signature fields (Name, Title, Email, Date Signed). Below these fields is a comment box with a callout "Option box for notes to MDH." and a "Submit" button with a red circle and the number 2.

Validation Summary

Application is complete. Confirm approval below.

Teaching Programs Approved: COMPLETED

Demographic Information: COMPLETED

Final Approval and Submission

☒ I affirm that the grant application submitted is accurate to the best of my knowledge. The application reflects the sponsoring institution's accredited Minnesota teaching programs and clinical training sites during the application training period. I am aware of my responsibilities as a sponsoring institution representative under Minnesota Statute 62J.692.

1

Name: Diane Reger

Title: MERC Grant Program - TEST ACCOUNT

Email: health.merc@state.mn.us

Date Signed: 10/10/2019

Comment: Enter comment

Option box for notes to MDH.

Submit 2

4. Finalize & Print Submission (Figure 30)

- Confirm approval using checkbox (Ex. 1).
 - Signatures auto-populate based on representative's profile.
 - Optional: Add comment to MDH.
- Select Submit to MDH (Ex. 2).

MERC Application Instructions

- Print a copy of the final application (Figure 31).
 - Scroll to top of screen to print or save a PDF version.
 - This document is part of the submission and must be retained in sponsor's internal records.

Figure 31

Home / [Minnesota Sponsoring Institution](#) / [Sponsoring Institution Applications](#) / Submit Grant Application

Submit Grant Application

Selected: Sponsor Name HERE

Items with an * are required.

3 Print Application

Sponsoring Institution Fiscal Year [2019] Clinical Training

Figure 32

Grant application submitted to MDH successfully!

Home / [Minnesota Sponsoring Institution](#) / [Sponsoring Institution Applications](#) / Submission Summary

Submission Summary

Grant Application Submission Summary [2018]

Sponsoring Institution Demographic

Name:

Address Line 1:

Address Line 2:

City:

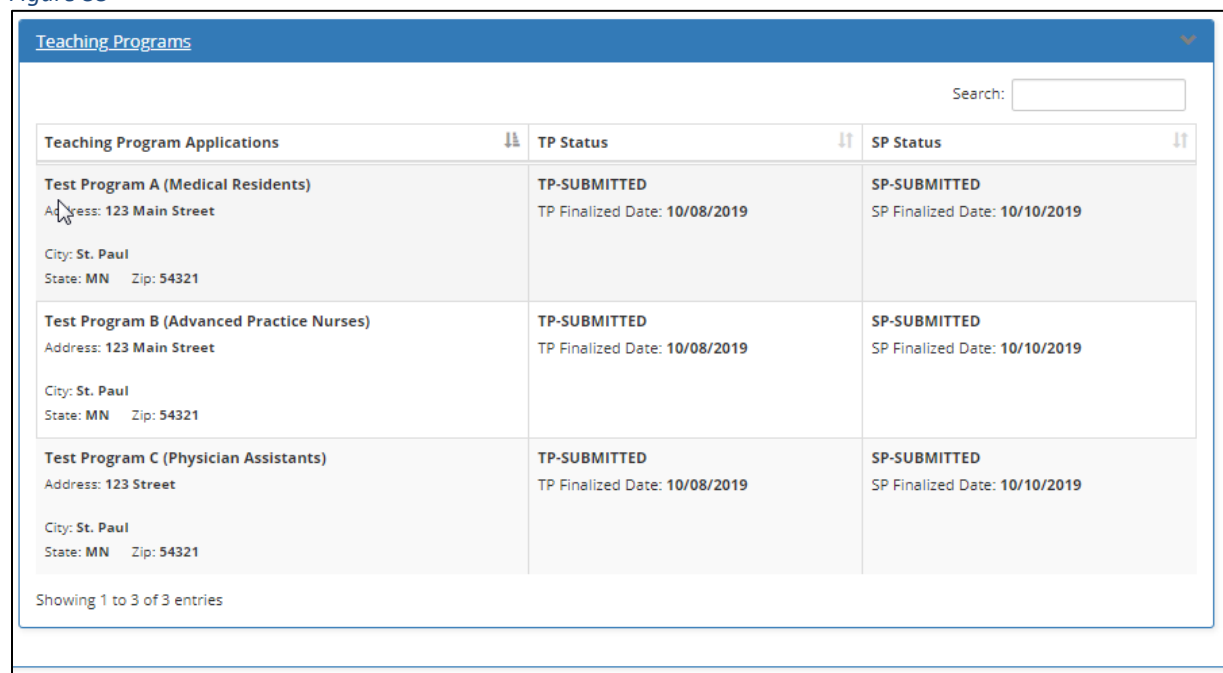
State:

Zip Code:

Postal Code:

MERC Application Instructions

Figure 33



The screenshot shows a web application titled "Teaching Programs" with a search bar and a table of three entries. Each entry represents a test program with details on its status and finalized dates for both the Teaching Program (TP) and Sponsoring Institution (SP).

Teaching Program Applications	TP Status	SP Status
Test Program A (Medical Residents) Address: 123 Main Street City: St. Paul State: MN Zip: 54321	TP-SUBMITTED TP Finalized Date: 10/08/2019	SP-SUBMITTED SP Finalized Date: 10/10/2019
Test Program B (Advanced Practice Nurses) Address: 123 Main Street City: St. Paul State: MN Zip: 54321	TP-SUBMITTED TP Finalized Date: 10/08/2019	SP-SUBMITTED SP Finalized Date: 10/10/2019
Test Program C (Physician Assistants) Address: 123 Street City: St. Paul State: MN Zip: 54321	TP-SUBMITTED TP Finalized Date: 10/08/2019	SP-SUBMITTED SP Finalized Date: 10/10/2019

Showing 1 to 3 of 3 entries

Application Status

The status of each application is tracked and displayed throughout the process, depending on the applicant type.

- 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.

MERC Application Instructions

Figure 34

The screenshot shows the 'Sponsoring Institution Applications' page. At the top, there is a breadcrumb trail: Home / Minnesota Sponsoring Institution / Sponsoring Institution Applications. Below this is a blue header bar with the title 'Sponsoring Institution Applications'. A light blue message box states: 'Sponsoring Institution Demographics must be completed before your application is started.' Below the message box, there is a 'Show' dropdown set to '10' and a 'Search' input field. A table lists applications. The first application is for 'Test Sponsor 1' with 'SP Status: SP-SUBMITTED' and 'Finalized Date: 10/10/2019'. A red box highlights this information. A callout bubble points to the 'Sponsoring Institution' column with the text 'Sponsor has submitted the application.' The table also shows 'Teaching Program (Type)' and 'TP Status' for three programs: 'Test Program A (Medical Residents)', 'Test Program B (Advanced Practice Nurses)', and 'Test Program C (Physician Assistants)', all with a status of 'TP-SUBMITTED'. An 'Action' column with a 'Select' button is on the right.

Cycle Year	Sponsoring Institution	Teaching Program (Type) and Status	Action
2018	Test Sponsor 1 SP Status: SP-SUBMITTED Finalized Date: 10/10/2019	Teaching Program (Type) Test Program A (Medical Residents) Test Program B (Advanced Practice Nurses) Test Program C (Physician Assistants)	TP Status TP-SUBMITTED TP-SUBMITTED TP-SUBMITTED Select

Conflict of Interest

The sponsoring institution must email the [Applicant Conflict of Interest Disclosure](#) form to health.merc@state.mn.us upon submitting the application.

Reports

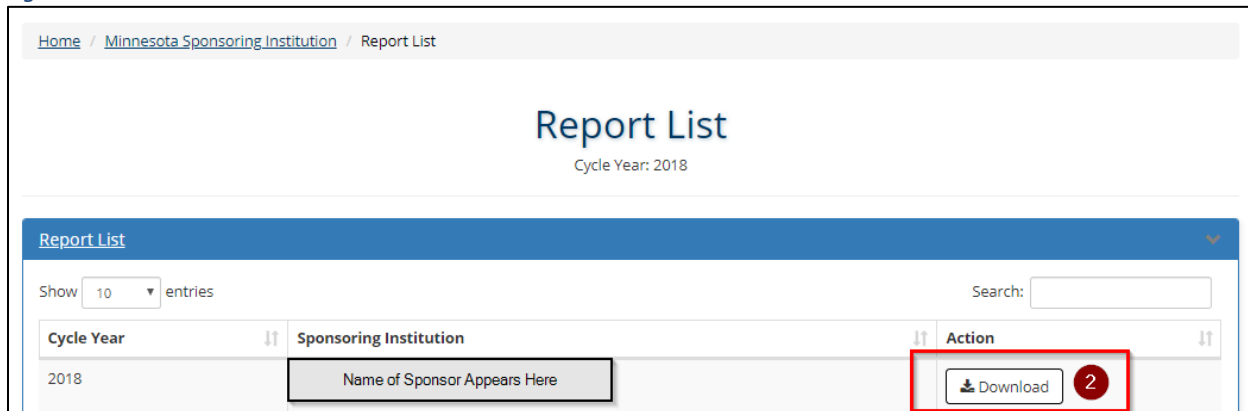
Excel reports summarize data from the sponsoring institution's application.

Figure 35

The screenshot shows the 'Minnesota Sponsoring Institution' page. At the top, there is a breadcrumb trail: Home / Minnesota Sponsoring Institution. Below this is a blue header bar with the title 'Minnesota Sponsoring Institution'. A blue sidebar on the left contains a list of links: 'Manage Sponsoring Institutions & Teaching Programs', 'Sponsoring Institution Demographics', 'Sponsoring Institution Applications', and 'Reports'. The 'Reports' link is highlighted with a red box and a red circle with the number '1' next to it. A mouse cursor is pointing at the 'Reports' link.

MERC Application Instructions

Figure 36



Download Reports:

1. Click Reports.
2. Select Download.

Once funding is finalized, the comments will indicate the site's overall funding status.

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

Minnesota Teaching Program Instructions

Definition

Per [Minnesota Statute 62J.692](#), Subd. 1(d), a clinical medical education program includes 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
- 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
 - Ongoing throughout the funding process.
- Program must be located in Minnesota.

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:

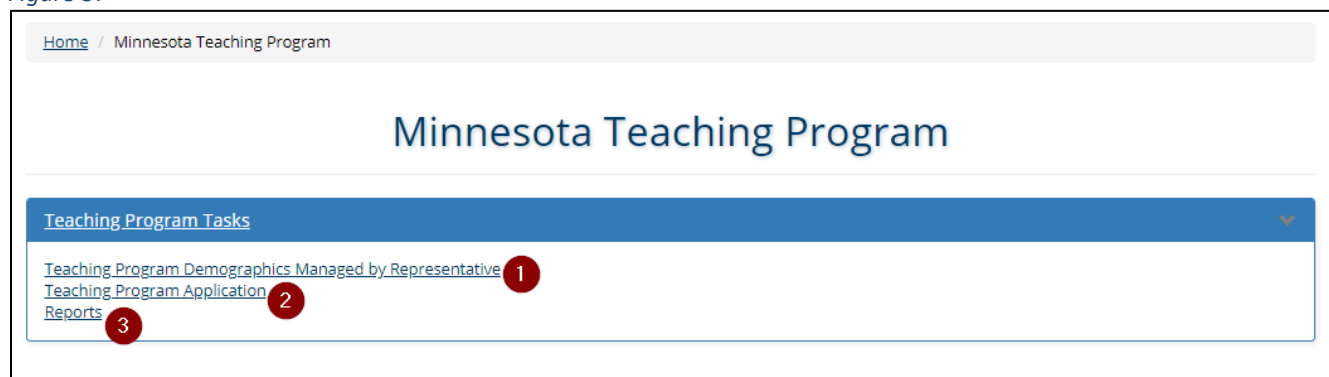
- University of Minnesota Academic Health Center
- Mayo Foundation
- Institutions part of the Minnesota State Colleges and Universities System
- Institutions that are members of the Minnesota Private College Council

Task Overview

Tasks are completed by a sponsoring institution representative or a designated teaching program representative. Refer to [Manage Sponsoring Institutions & Teaching Programs](#) for user access and program additions.

MERC Application Instructions

Figure 37



Step	Task	Timing	Key Action
1	Teaching Program Demographics Managed by Representative	August 15-31	- Complete demographic details. - Upload accreditation documents. - Open the application process.
2	Teaching Program Application	October 1-15, October 15-20	- Review/approve site applications. - Submit approved applications to sponsor.
3	Reports	As Needed	Export application content to Excel for review and records.

Step 1: [Teaching Program Demographics Managed by Representative](#)

- Complete program demographic.
- Upload accreditation documentation.
- Open application to training sites by August 31.

 Once completed, sites may begin applying.

Step 2: [Teaching Program Application](#)

- Review and approve submitted site applications by October 15, 2026.
- Submit approved applications to the sponsor by October 20, 2026.

 Timing: Step 2 should be completed beginning October 1, 2026, once all sites submit their applications.

 Sites applications are due to the teaching program by 4:30 pm on September 30, 2026.

Step 3: [Reports](#)

- Generate Excel reports to review the application content in a structured format.

MERC Application Instructions

Teaching Program Demographics Managed by Representative

The teaching program must complete the demographics and indicate the program is applying before the clinical training sites can submit applications to the program for approval.

- The table will reflect programs assigned to the user by the sponsoring institution representative.
- Contact the sponsoring institution representative for authorization questions or requests.

Figure 38

Home / Minnesota Teaching Program / Teaching Program Demographics Managed by Representative

Teaching Program Demographics Managed by Representative

Teaching Program Demographic Information

Demographics must be completed before application is started.

Show 10 entries

Cycle Year	Sponsoring Institution	Teaching Program	Program Type	Intends to Apply
2018	Sponsor name will appear here.	Program name will appear here.	Trainee type will appear here.	☒ YES 1 Complete Demographics
2018	Sponsor name will appear here.	Program name will appear here.	Trainee type will appear here.	☐ NO Complete Demographics

Yes, indicates program intends to apply and must finalize the application process.

Search:

1. Select the teaching program to complete the demographics for.
 - Representatives that manage multiple programs must complete demographics for each program.

MERC Application Instructions

Sponsoring Institution Information

- General information about the sponsoring institution is prefilled at the top of the program's demographics.

Figure 39

The screenshot displays the 'Teaching Program Demographics' form. At the top, a blue header bar contains the title. Below it, a section titled 'Teaching Program Demographic Information:' includes a text field for 'Program name will appear here.' A red box highlights a dropdown arrow in the top right corner of the form, with a callout stating 'Use arrows to expand or decrease sections.' Below this, a blue bar indicates 'Items with an * are required.' The main section, 'Sponsoring Institution Information', is outlined in red. It contains several text fields: 'Sponsoring Institution:' (with 'Sponsor name will appear here.'), 'Address Line 1:' (with 'Address for sponsor will appear here.'), 'Address Line 2:', 'City:', 'State:' (pre-filled with 'MN'), 'Zip Code:', and 'Postal Code:'. A red box highlights the 'Sponsoring Institution' and 'Address Line 1' fields, with a callout stating 'Information pre-populated based on sponsoring institution's demographics.'

Opening the Teaching Program Application

Figure 40

The screenshot shows the 'Open Fiscal Year [2018] Application' form. A red circle with the number '2' highlights the 'Applying:' section, which includes radio buttons for 'YES' and 'NO'. A red box highlights a callout stating: 'DO NOT select 'yes' unless accreditation was in place during the fiscal year and continues to be in place. Clinical training sites will be allowed to apply through the program if 'yes' is selected.' Below this, a blue bar indicates 'Program's [2018] Fiscal Year'. A red circle with the number '3' highlights the 'Start Date:' and 'End Date:' fields, which are pre-filled with '01/01/2018' and '12/31/2018' respectively.

- Indicate if the program is applying.
 - This opens the application to training sites.
- Enter the dates of the program's fiscal year 2025.
 - Previous applicants (prefilled dates).
 - Ensure dates do not overlap prior periods.
 - New programs may apply for a full or partial year, based on accreditation.
 - FTEs must reflect partial year, if initial accreditation began mid-year.

MERC Application Instructions

Teaching Program Information

Figure 41

The screenshot shows a web form titled "Teaching Program Information". The form contains several input fields and a dropdown menu. A red rectangular box highlights the following fields: "Name" (containing "Test Program 2"), "Address Line 1" (containing "111 MERC Circle"), "Address Line 2" (containing "222 Line 2"), "City" (containing "St. Cloud"), "Select State" (a dropdown menu showing "MINNESOTA"), "Zip Code" (containing "54321"), "Postal Code" (containing "1234"), and "Year program was established and began teaching activities (yyyy)" (containing "1950"). Below these fields, there is a "Program Type" dropdown menu showing "Dental Residents". Below that, there is a "Select One" section with two radio button options: "Primary Care - General Practice Dentistry/Pediatric Dentistry" (which is selected) and "Specialist - Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Periodontics, Prosthodontics, etc.". Below the radio buttons, there is a "Specialty" dropdown menu showing "General Practice Dentistry". To the right of the highlighted fields, there is a red circle with the number "4" inside it.

4. Enter:

- Name (prefilled based on [Add/Edit Teaching Programs](#))
- Address
- Year established and began teaching activities
- Program type (prefilled based on [Add/Edit Teaching Programs](#))
- Primary Care or Specialist (select based on program type)
 - Advanced Practice Nurses, Dental Residents, Medical Residents – Select Primary Care or Specialist (see screen for help).
 - All other program types are pre-set as Primary Care.
- Specialty –
 - Choose from dropdown (e.g., clinical nurse specialist, pediatric dentistry, internal medicine).
 - If not listed, select "OTHER" and enter using uppercase.

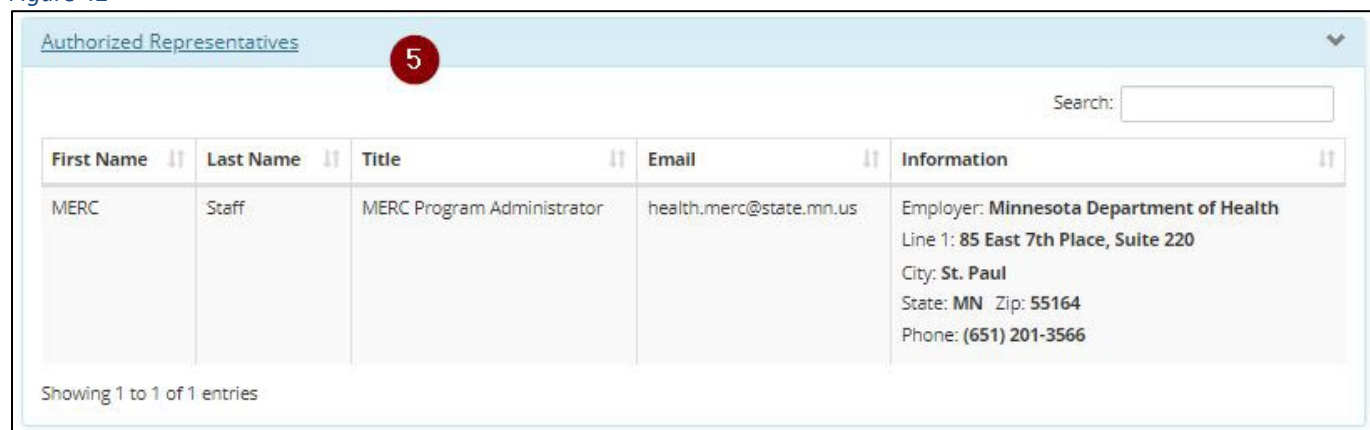
i Information from previous application cycle will prefill – review/edit as needed.

MERC Application Instructions

Authorized Representatives – Teaching Program

- The user profile of the sponsoring institution and teaching program representative(s) named in Managed Sponsoring Institutions & Teaching Programs are included in the application.

Figure 42



First Name	Last Name	Title	Email	Information
MERC	Staff	MERC Program Administrator	health.merc@state.mn.us	Employer: Minnesota Department of Health Line 1: 85 East 7th Place, Suite 220 City: St. Paul State: MN Zip: 55164 Phone: (651) 201-3566

Showing 1 to 1 of 1 entries

5. No action required; representatives listed based on [user profile](#).
 - Updates made through [Grant/Revoke Access – Teaching Program Representative](#) section.

MERC Application Instructions

Accreditation

Teaching programs must be accredited through an organization recognized by the U.S. Department of Education (“Current List of Nationally Recognized Accrediting Agencies and the Criteria for Recognition by the U.S. Secretary of Education.” U.S. Department of Education Office of Postsecondary Education, September 1998), the **Centers for Medicare and Medicaid Services** (42 C.F.R. §§ 413.85, 413.86) or another national body who reviews the accrediting organizations for multiple disciplines and whose standards for recognizing accrediting organizations are reviewed and approved by the Commissioner of Health.

⚠ Refer to [Accreditation Requirements](#) for additional details.

Figure 43

The screenshot shows the 'Accreditation' form with the following elements and callouts:

- 6**: Points to the dropdown menu for 'Name' (American Society of Health System Pharmacists (ASHP)).
- 7**: Points to the 'Status' section with radio buttons for 'Initial Accreditation', 'Continued Accreditation', and 'Other'.
- 8**: Points to the 'Initial Accreditation Granted' date field (01/01/2011).
- 9**: Points to the 'Accreditation Continues Through' date field (12/31/2021).
- 10**: Points to the checkbox for 'I understand that programs must be accredited to meet qualifications. I attest the program is accredited both currently and during the training period in which I am applying. If accreditation status changes, I will notify the MERC program administrator.'
- 11**: Points to the 'Select file to upload' button in the 'Upload Accreditation Document' section.
- 12**: Points to the checkbox for 'I have verified that the attached accreditation document(s) cover the training period. The accreditation dates above reflect when the program was first accredited, and when the next approval is scheduled take place according to the accreditation documents'.
- 13**: Points to the 'Save Draft' button.
- 14**: Points to the 'Finalize to Validate' button.

Text boxes with instructions are also present:

- 'Select the accrediting body.'
- 'Select one: New/Initial, Ongoing, Other (Describe).'
- 'Date accreditation was originally granted.'
- 'Date of expected renewal/site visit.'
- 'Submit supporting documentation from the accrediting body naming the sponsor/program along with accreditation dates.'
- 'All information must be completed to Finalize.'

6. Accrediting body (select from dropdown).

- Not listed? Email PDF of accreditation to health.merc@state.mn.us and await confirmation.

MERC Application Instructions

7. Accreditation Status (select):
 - Initial: Programs in their initial accreditation period.
 - Continued: Programs who have ongoing accreditation (beyond initial accreditation).
 - Other: Include description & notify health.merc@state.mn.us (may impact eligibility).
 - *Accreditation must be active both at the time training took place and ongoing throughout the MERC funding cycle.*
8. Initial Accreditation Granted: Enter date of initial (original) accreditation.
9. Accreditation continues through: Enter date accreditation is up for review/renewal/site visit/expires.
10. Attest to the accreditation.
11. Upload verification documents (such as a letter from the accrediting body, verifying the program's accreditation status and effective dates).
 - Ensure current and complete
 - Add updates as received.
 - Do not delete previous documentation.
12. Attest documentation matches the information entered.
 - Notify health.merc@state.mn.us if status changes.
 - Eligibility may be affected by any accreditation status change.
13. Save draft (if not complete).
14. Finalize demographics section once all documents are complete. Return to Minnesota Teaching Program homepage.

Teaching Program Application

 Demographics must be finalized before the portal will [open](#) the application cycle.

- Once demographics are complete, the application will show the teaching program.
- As clinical training sites begin applying through the teaching program, their application will be visual.
- Begin review/approval of site applications after the application deadline.

Key Deadlines

Tasks	Deadline 4:30 pm CT
Sites Applications Due	September 30, 2026
Teaching Program Deadline to Approve Site Applications	October 15, 2026
Teaching Program Deadline to Resolve/Approve Discrepancies	October 20, 2026
Teaching Program Submits to Sponsor	October 20, 2026
Sponsor Submits to MDH	October 31, 2026

MERC Application Instructions

Figure 44

Home / Minnesota Teaching Program / Teaching Program Application

Teaching Program Application

Teaching Program Applications

Teaching Program Demographics must be completed before your application is started.

Sort or Search.

Search:

Cycle Year	Sponsoring Institution	Teaching Program (Type)	Training Site and Status	Action
2018	Test Sponsor 1 Status: NEW	Test Program C (Physician Assistants)	Training Site TEST Site A MERC ID: 111111111	TP Status PENDING Select
2018	Test Sponsor 1 Status: NEW	Test Program B (Advanced Practice Nurses)	Training Site TEST Site B MERC ID: 222222222 TEST SITE F MERC ID: 666666666	TP Status PENDING PENDING Select
2018	Test Sponsor 1 Status: NEW	Test Program A (Medical Residents)	Training Site TEST Site A MERC ID: 111111111 TEST Site D MERC ID: 444444444	TP Status TP-APPROVED PENDING Select

Site submitted. Pending program approval.

Site submitted. Program approved.

1. Select the teaching program application to begin approving clinical training locations and trainee counts.

Application Status

The status of each application is tracked and displayed throughout the process, depending on the applicant type.

- 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.

MERC Application Instructions

Status	Definition
SUBMITTED	Submitted.

Figure 45

The screenshot shows the 'Minnesota Teaching Program MERC Grant Application' form. The header includes the Minnesota Department of Health logo and the title '2018 Minnesota Clinical Training Site Grant Application'. The breadcrumb trail is: Home / Minnesota Teaching Program / Teaching Program Application / Minnesota Teaching Program MERC Grant Application. The main title is 'Minnesota Teaching Program MERC Grant Application'. Below this, there's a section for 'Selected (Test Program 2B)'. A callout box points to the 'Program demographics' section, stating: 'Program demographics is prefilled on the teaching program's application. The arrows allow the user to minimize the information that is prefilled..'. Below this, there are three sections: 'Sponsoring Institution', 'Teaching Program', and 'Training Sites'. A callout box points to the 'Training Sites' section, stating: 'Site approval begins in this section.'.

- The top section of the application is prefilled based on Teaching Program Demographics.
- Review for accuracy.
 - To edit, return to [Teaching Program Demographics](#) section before continuing.

Training Sites of the Teaching Program

Training sites appear in the table once they begin their application to the teaching program. The site's application is due to the teaching program by 4:30 pm (Central Time) on September 30, 2026.

- Once site applications are submitted, validate the training by **October 15, 2026**.
 - Key details to validate:
 - Confirmation that training took place at the site.
 - Location of training.
 - Accurate FTEs (not rounded – truncate to four decimals).
 - The application must be disapproved if the submission conflicts with teaching program records.
 - Conflicts must be amended and resubmitted to the program and have **final approval in place by October 20, 2026**.
 - All applications must be approved **before** the teaching program's application can be submitted to the sponsor.

MERC Application Instructions

Figure 46

The screenshot shows a web application titled "Training Sites". It features a table with columns: Training Site Applying, FTE, Status, Comment, Approved Date, Finalized Date, and Action. A single entry is shown: "TEST Site A" with status "TS-SUBMITTED", FTE "1.234", and address "123 street, St. Paul, MN 12345". A red box highlights the "Comment" field and the "Approve Selected" and "Disapprove Selected" buttons. A red line connects the checkbox next to the site name to the "Approve Selected" button. A red circle with the number "1" is next to the checkbox. A red circle with the number "2" is next to the "Comment" field. A red circle with the number "3" is next to the "Approve Selected" button. A red box contains the following text: "Verify the trainee count and that training took place at the site. (Option to view the site's application for details.) Select and approve as appropriate. If the information is not correct, comment and disapprove. The site's will need to modify."

Training Site Applying	FTE	Status	Comment	Approved Date	Finalized Date	Action
☐ TEST Site A Status: TS-SUBMITTED Address: 123 street City: St. Paul State: MN Zip: 12345 Zip4: Facility Type: HOSPITAL Setting Type: INPATIENT	1.234					View

Showing 1 to 1 of 1 entries

Steps to Approve/Disapprove a Training Site Application:

1. Click the checkbox beside site name.
2. Provide a comment if disapproving.
 - Incorrect FTE count (must truncate to four decimals – no rounding)
 - The program did not have trainees at this site.
 - Location does not match where training took place.
 - Application submitted after the application deadline.
3. Select Action:
 - Approve – Training has been validated (submission matches teaching program records).
 - Disapprove – Site amendment is necessary. Reopens application to site for correction.
 - Add comments to explain disapproval; comments will appear in site's application and assist in correcting the error.
 - Contact the site to ensure they understand required corrections.
 - Site applications must be corrected, resubmitted, and have **final approval in place by October 20, 2026**.
 - Update the comment field once the amendment has been accepted. Note the amendment that took place.
 - Notify health.merc@state.mn.us if sites are unresponsive.
 - Program can deny/remove noncompliant sites after the deadline (comment reason).

⚠ Site name and address must reflect the actual training location. Funding is determined by MA/PMAP Medicaid claims at that location.

MERC Application Instructions



Providers must contact provider enrollments within 30 days of a change in address or Medicaid enrollment. For Medicaid enrollment questions or changes, refer training sites to provider enrollments within the Department of Human Services (DHS).

- MHCP Provider Change Form
- 800-366-5411 or 651-431-2700

Trainee Summary

Enter the non-eligible trainees:

- See FTE definition below.
- Enter “0” for categories with no FTEs in fiscal year 2025.
- FTE = Full-Time Equivalent
 - Defined as 2,080 hours annually.
 - One person cannot exceed one FTE.
 - Truncate FTE counts at four decimals (no rounding).
 - $((\text{Student/Resident} * \text{Weeks in Rotation}) * \text{Hours per Week}) = \text{Clinical Training Hours} / 2,080 = \text{FTE Count}$

Figure 47

The screenshot displays the 'Trainee Summary' application form. It is divided into three main sections: 'Non-Eligible FTEs', 'Eligible FTEs', and 'Clinical Training Sites'.
1. **Non-Eligible FTEs**: This section contains four input fields: 'Clinical Trainee FTEs Outside Minnesota:' (with a 'Save' button), 'Other - Clinical Trainee FTEs (Non-Eligible Sites):', 'Didactic/Classroom FTEs:', and 'Total Non-Eligible:'. A red box highlights the 'Save' button with the number 7.
2. **Eligible FTEs**: This section shows a 'Total Eligible FTEs:' field with the value '1.2339'.
3. **Clinical Training Sites**: This section shows a 'Total Eligible Clinical Training Sites:' field with the value '1'. A red box highlights this field with the number 8.
4. **Callouts**: Red boxes with numbers 4, 5, and 6 point to the input fields for 'Clinical Trainee FTEs Outside Minnesota:', 'Other - Clinical Trainee FTEs (Non-Eligible Sites):', and 'Didactic/Classroom FTEs:' respectively. A red box with the number 8 points to the 'Total Eligible Clinical Training Sites:' field. A red box with the number 7 points to the 'Save' button.
5. **Instructions**: A red box contains the text: 'Enter the program's non-eligible trainees and Save.' and 'Fields are calculated based on training sites. No data entry.'

MERC Application Instructions

Additional Reporting:

4. Report the number of FTEs at sites outside of Minnesota.
5. Report all other non-eligible trainee FTEs.
 - FTEs at Minnesota sites that did not apply (examples below)
 - Sites who are not enrolled in the Minnesota Health Care Program (MHCP) as Medicaid providers.
 - Nursing Homes or VA/federal facilities.
 - Sites without patient care revenue.

6. Report didactic/classroom FTEs (non-patient care).
 - Example: if trainees are half didactic/classroom, report half as non-patient care.

 Non-eligible total is automatically calculated by the system.

7. Save information entered.

 Eligible FTE total and clinical training site total is automatically calculated based on the training site section.

- 8a. Save progress if you are not ready to submit the application (pending site applications).

- 8b. Submit application to sponsoring institution for approval.

- System will check for missing information before final signoff/signature.
- Submission is not final until signed.

A program can be defined to exclude students who do not participate in clinical training, (for example, year one medical students whose time is completely spent in didactic training). The definition of the teaching program should be consistent throughout the application.

MERC Application Instructions

Finalize Training Site Application

Before submitting the application to the sponsor:

- Review the summary for missing information.
- Edit application or demographics if needed.
- Sign/Validated the application to complete.

Figure 48

Finalize Training Site Application

Finalize Training Site Application

Items with an * are required.

My Sponsoring Institution

Name: Abbott Northwestern Hospital

My Teaching Program

Name: Clinical Pharmacy

Address line1: Abbott Northwestern Hospital

Address line2: 800 East 28th Street

City: Minneapolis

State: MN

Zip Code: 55407

Training Site Application Summary

Search:

Site Name (Status)	Address	FTE	Status	Approved Date
Test Site C (TS-SUBMITTED)	111 Street St. Paul, MN 54321	2.0	TP-APPROVED	08/31/2019

Showing 1 to 1 of 1 entries

MERC Application Instructions

Figure 49

Validation Summary

Approved All: YES

Upload Accreditation: YES

Demographic Information: YES

☐ I affirm that the grant application submitted for the teaching program is accurate. I understand that only accredited programs with eligible clinical trainees qualify for MERC funding. I attest to the accreditation status of this program, the clinical trainee sites, and clinical trainees. I am aware that the Minnesota Department of Health requires this data to determine eligibility for the MERC grant.

1

Name: [Empty]

Title: [Empty]

Email: [Empty]

Sign Date: [Empty]

If all the boxes = YES, the program can submit the application to the Sponsor.

After the box is checked, the Name, Title, Email and Date will prefill based on the user's profile.

Figure 50

Validation Summary

Approved All: YES

Upload Accreditation: YES

Demographic Information: YES

☒ I affirm that the grant application submitted for the teaching program is accurate. I understand that only accredited programs with eligible clinical trainees qualify for MERC funding. I attest to the accreditation status of this program, the clinical trainee sites, and clinical trainees. I am aware that the Minnesota Department of Health requires this data to determine eligibility for the MERC grant.

Name: MERC Staff

Title: MERC Grant Program Staff

Email: health.merc@state.mn.us

Sign Date: 08/28/2019

Finalize 2

1. Verify application information.
 - Name and address of the representative submitting the application will auto-populate.
2. Finalize submission
 - Application sent to the sponsoring institution for approval.

MERC Application Instructions

Figure 51

The screenshot displays the '2018 Minnesota Clinical Training Site Grant Application' interface. At the top, a blue banner contains the 'm DEPARTMENT OF HEALTH' logo and the title. Below the banner, a navigation bar shows 'Home', 'Applications', and the email 'health.merc@state.mn.us'. A light blue notification box at the top left states 'Submission Successful!'. The main content area is titled 'Submission Summary' and includes a breadcrumb trail: 'Home / Minnesota Teaching Program / Submission Summary'. The summary is divided into three sections: 'My Sponsoring Institution' (TEST Sponsoring Institution), 'My Teaching Program' (Test Program 2B), and 'Training Site Application Submission Summary'. The latter section features a table with columns for Site Name, Address, FTE, Status, and Finalized Date. A red arrow points from the 'Submission Successful!' notification to the 'Status' column of the table, which contains the text 'TP-SUBMITTED'. Another red arrow points from a text box to the 'Status' column. The text box contains the text: 'Summary showing the application has been submitted to the Sponsoring Institution.'

Submission Successful!

Home / [Minnesota Teaching Program](#) / Submission Summary

Submission Summary

Submission Summary

My Sponsoring Institution

TEST Sponsoring Institution

My Teaching Program

Test Program 2B

Training Site Application Submission Summary

Search:

Site Name	Address	FTE	Status	Finalized Date
XXXXXXXXXXXX	XXXXXXXXXX	5.4321	TP-SUBMITTED	08/28/2019

Showing 1 to 1 of 1 entries

Summary showing the application has been submitted to the Sponsoring Institution.

The application has been submitted to the sponsoring institution.

MERC Application Instructions

Sponsor Review

- Sponsoring institution must approve and submit to MDH.
- If disapproved:
 - Teaching Program application is reopened.
 - Sponsor will inform teaching program of required edits.
 - Status updates to reflect disapproval.
 - Teaching program must amend and resubmit the application to the sponsoring institution for approval.

Reports

Excel reports summarize data from the teaching program's application.

Figure 52

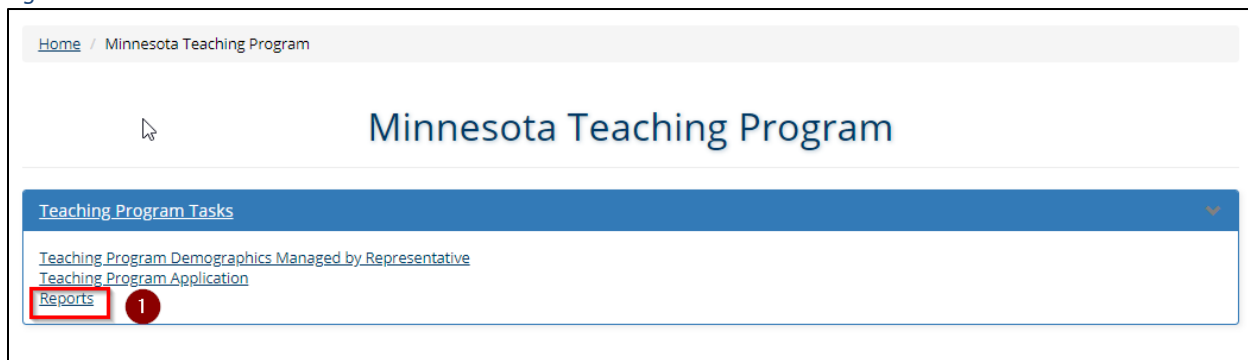
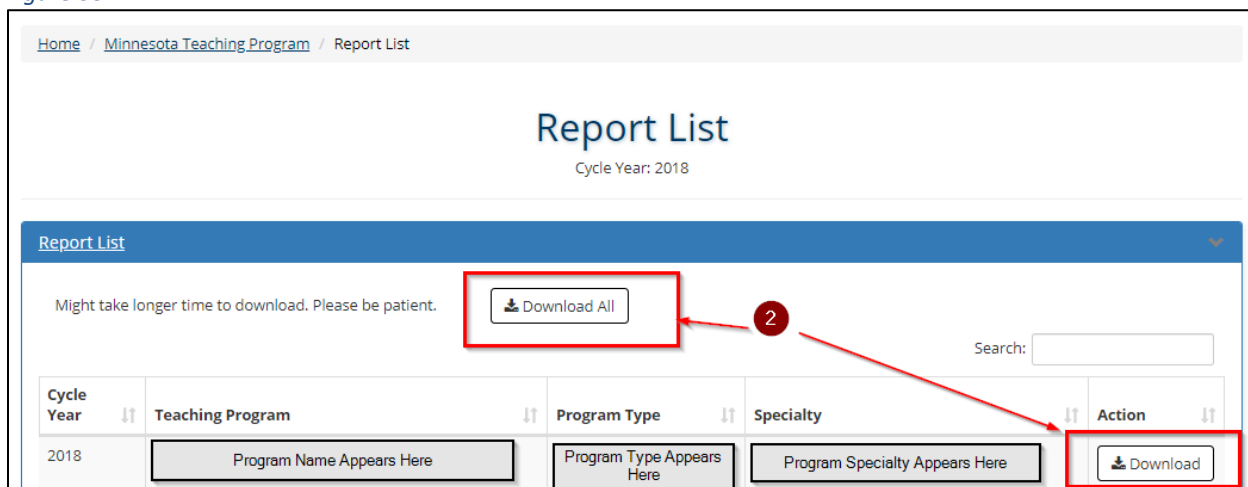


Figure 53



Download Reports:

1. Click Reports
2. Select Download.
 - a. Download all – Representatives who manage more than one teaching program have the option to pull information into one Excel report.
 - b. Download – Download each program individually.

MERC Application Instructions

Once funding is finalized, the comments will indicate the site's overall funding status.

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 Grant Verification Reporting (GVR)

The GVR serves as a verification tool to confirm that the sponsor received funding from MDH and has transferred those funds to the designated Minnesota clinical training site hosting the sponsor's eligible trainees.

As outlined in grant agreement and Minnesota Statute governing the MERC program:

- Institutions must forward all funds to the clinical training sites.
- Institutions must submit a GVR to MDH documenting these payments.



Submission Deadline:

- Submit within **60 days of receiving funding or by June 30, 2027**, whichever comes first.



Notes:

- GVR becomes visible in the portal once MDH releases funding.
- Teaching Programs do not submit GVRs – only sponsoring institutions.
- A separate GVR section is provided for [Site-Based Clinical Training \(SBCT\)](#) recipients.
 - Similar timeline and instructions apply.
 - The SBCT program is administered independently. Direct SBCT questions to ClinicalTraining.MDH@state.mn.us.

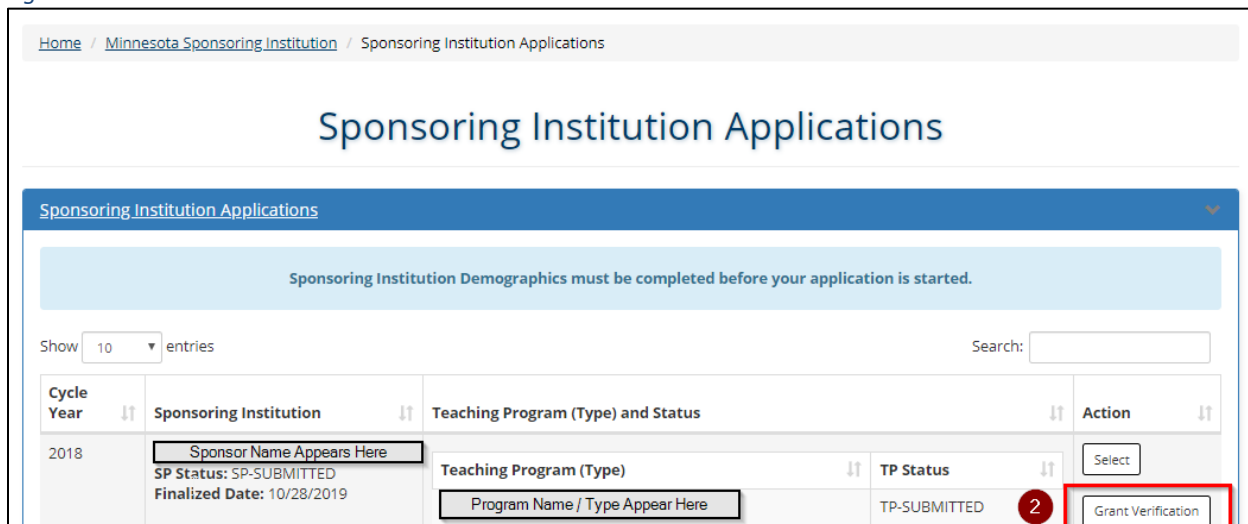
MERC Application Instructions

Figure 54



Accessing the GVR

Figure 55



1. Select, Sponsoring Institution Application.
2. Click MERC Funding & Verification.
 - Displays payments the sponsor must forward to the sites.
 - Print and retain the GVR after submission (see Figure 56).

Figure 56



MERC Application Instructions

Figure 57

Grant Payments Verified by Sponsor Institution

Notice will appear after GVR is submitted to MDH.

Sponsoring Institution

Sponsoring Institution:
Address:
Overall Clinical Training FTEs:
Overall Total Grant Amount: \$

A summary will be available in this section.

Grant Agreement

The Grant Verification Report (GVR) details the grants awarded to clinical training sites in Minnesota that hosted trainees from the sponsoring institution. As required by the statute governing the MERC grant, the sponsoring institution must forward payments to the clinical training sites and complete the GVR within 60-days.

Download the executed grant agreement for the Sponsoring Institution's records.

Cycle Year	Filename	Download
2018	MERC Staff will load an executed copy of the grant agreement after payments are processed.	Download

Sponsors can download a copy of the grant agreement for their records.

Executed Grant Agreement

1. A signed grant agreement will be uploaded to the portal when funding is released.
 - Download and retain in the sponsoring institution's MERC records.

Making Payments to Training Sites

Each line item in the GVR includes:

- Location of training.
- Mailing address for payment.
- Qualification comment (see below)
 - Funding allocation (based on trainee type/expenditures from site)
 - While a site may qualify for funding, the allocation to the sponsor/teaching program is dependent on the site's reported clinical training expenditures by trainee type and the percentage of the teaching program's trainees within that trainee type.
- Associated teaching programs
 - Site may qualify for funding through one or multiple sponsors.
- Total funding award through the sponsor to the clinical training site.

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

MERC Application Instructions

Comment	Description
Ineligible - Withdrew Application/Expenditures 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 or Facility Type Not Eligible	Site closed, Minnesota Health Care Program (MHCP) provider enrollment terminated, or facility type not eligible

Note: A site may qualify, but actual funding depends on specific trainee data and the reported clinical expenditures.

Figure 58

The screenshot shows the MERC Application form with several callouts explaining different sections:

- Training site name will appear here.** (Callout pointing to the top header)
- MERC Application ID:** (Callout pointing to the ID field)
- Training Facility:** (Callout pointing to the facility name field)
- Type:** (Callout pointing to the facility type dropdown)
- Location:** (Callout pointing to the location field)
- Address:** (Callout pointing to the address field)
- Location where training took place.** (Callout pointing to the location field)
- Grant Mailing Address** (Callout pointing to the mailing address field)
- Billing Type:** (Callout pointing to the billing type dropdown)
- Authorized User:** (Callout pointing to the authorized user field)
- Training Facility:** (Callout pointing to the training facility field)
- Address:** (Callout pointing to the address field)
- The address where the grant should be mailed.** (Callout pointing to the mailing address field)
- Grant Comment:** (Callout pointing to the grant comment field)
- Qualified for Grant** (Callout pointing to the grant comment field)
- A comment will appear here. This comment pertains to the training site overall (all sponsors/programs will see the same comment for the training site).** (Callout pointing to the grant comment field)
- Teaching Programs** (Callout pointing to the teaching programs section)
- Teaching Program** (Callout pointing to the teaching program table)
- Program Type** (Callout pointing to the program type dropdown)
- FTEs** (Callout pointing to the FTEs field)
- Grant** (Callout pointing to the grant amount field)
- The details of the sites's grant through the sponsoring institution by program.** (Callout pointing to the teaching program table)
- Total FTEs:** (Callout pointing to the total FTEs field)
- Total Grant: \$** (Callout pointing to the total grant field)
- The total grant amount the sponsor must forward to the clinical training site at the grant mailing address above.** (Callout pointing to the total grant field)
- Discrepancy Reporting (if applicable)** (Callout pointing to the discrepancy reporting section)
- Any discrepancy between the clinical training site grant details stated above and the sponsoring institution's payment to the grantee must be reported.** (Callout pointing to the discrepancy reporting section)
- 1. Contact the MERC grant administrator immediately for instructions. Funding may be affected.** (Callout pointing to the discrepancy reporting section)
- 2. Click the box to report a discrepancy between the award materials and the records uploaded from the sponsoring institution's accounting system.** (Callout pointing to the discrepancy reporting section)
- 3. Explain the discrepancy and provide the date reported to the MERC grant administrator.** (Callout pointing to the discrepancy reporting section)
- Report Discrepancy** (Callout pointing to the report discrepancy checkbox)
- Comment** (Callout pointing to the comment field)
- Discrepancies are not expected! See warning and instructions above. Any comment in this section will appear on the training sites grant report. Do not use this section UNLESS there is a discrepancy that must be reported.** (Callout pointing to the comment field)

MERC Application Instructions

Payment Guidance

Refer to Figure 58.

Payment should be made payable to the training site.

1. The 'Grant Mailing Address' is indicated in the GVR.
2. Total funding due to the clinical training site.
3. Discrepancy Reporting
 - If a site forfeits funding or has closed, return the funds to: Minnesota Department of Health.
 - Contact health.merc@state.mn.us before processing a return.

● Only open the discrepancy section if reporting a concern/discrepancy. The comment is visible to both MDH and the training site. Contact MDH prior to submission.

Verification of Payments

Figure 59

Verification of Grant Funding

Upload an official report from the accounting system showing the incoming grant deposited and the outgoing grants paid to the clinical training sites. Grants must be consistent with the amounts above.

+ Select file to upload

Cycle Year	Filename	Download	Remove
2018	After the file is uploaded, the name of the file will appear here. Once the GVR is submitted, the file cannot be removed.	Download	Remove

4. Upload an **official accounting report from your accounting system** showing:
 - Incoming MDH funds
 - Payments sent to the training site
 - Payee names and payment amounts

⚠ Notify MDH immediately if an issue arises after the payment is released or if documentation changes after submission.

MERC Application Instructions

GVR Signature and Submission

Figure 60

Signature of Authorized Representative

☐ I am an authorized representative for the sponsoring institution named above consistent with applicable corporate articles, by-laws, or resolutions in the distribution of the MERC grant.

I verify the grant payments above have been made. These payments are accurately reflected in the uploaded system generated accounting reports.

I accept the responsibility to return grant funds should a clinical training site forfeit their grant. Any discrepancies between the grant verification report and the sponsoring institution's distribution have been reported.

Name:

Title:

Email:

Date Signed:

Optional SAVE button. If user signs, SAVE button will disappear and SUBMIT button will appear.

Save

[Home](#) / [Minnesota Sponsoring Institution](#) / [Sponsoring Institution Applications](#) / Sponsoring Institution Grant Verification Report (GVR)

Figure 61

Signature of Authorized Representative

☒ **5** I am an authorized representative for the sponsoring institution named above consistent with applicable corporate articles, by-laws, or resolutions in the distribution of the MERC grant.

I verify the grant payments above have been made. These payments are accurately reflected in the uploaded system generated accounting reports.

I accept the responsibility to return grant funds should a clinical training site forfeit their grant. Any discrepancies between the grant verification report and the sponsoring institution's distribution have been reported.

Name:

Title:

Email:

Date Signed:

When box is checked, user can submit grant verification.

Submit Grant Verification **6**

[Home](#) / [Minnesota Sponsoring Institution](#) / [Sponsoring Institution Applications](#) / Sponsoring Institution Grant Verification Report (GVR)

5. Sign the GVR.
 - After payments have been made, check the box to populate the electronic signature fields.
6. Submit the GVR to MDH.

MERC Application Instructions

Printing Guidance

- Return to document header and click the 'Print Verification' button (*See Figure 56*).
- Save and retain a final copy.

Final Report

Return to the main sponsor 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)
- [Publications page \(https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/publications.html)
- [Minnesota Clinical Training Site Grant Application portal \(https://merc.web.health.state.mn.us/index.xhtml\)](https://merc.web.health.state.mn.us/index.xhtml)
- [Submission Timeline \(PDF\) \(https://www.health.state.mn.us/facilities/ruralhealth/merc/docs/pdf/mercctimeline.pdf\)](https://www.health.state.mn.us/facilities/ruralhealth/merc/docs/pdf/mercctimeline.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)
- [Medical Education and Research Cost \(MERC\) Grant 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)
- [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)
- [Applicant Conflict of Interest Disclosure \(https://www.health.state.mn.us/about/grants/coiapplicant.pdf\)](https://www.health.state.mn.us/about/grants/coiapplicant.pdf)
- [State of Minnesota Supplier Portal \(SWIFT\) \(https://mn.gov/supplier\)](https://mn.gov/supplier)