TEXAS HIGHER EDUCATION COORDINATING BOARD
FAMILY MEDICINE RESIDENCY PROGRAM

ANNUAL FUNDING AND REPORTING CYCLE

August September	October November	December January	February – April	May	June	July
State fiscal year ends August 31 and new fiscal year begins September 1 Certificate and Residency Roster to be completed by program director and submitted to Coordinating Board Coordinating Board staff review and analyze certificate and residency roster data to determine per resident funding level	Coordinating Board staff initiate annual agreements for residency program Agreements emailed to residency programs Residency program directors execute annual agreements Disbursements are processed following execution of the annual agreement Family Medicine Residency Advisory Committee meets, as necessary Annual Report forms emailed to residency programs: ▪ Annual Written Report ▪ Financial Report and ▪ Audit Report	Annual Report forms due to Coordinating Board: ▪ Annual Written Report ▪ Annual Financial Report ▪ Audit Coordinating Board staff review and analyze annual reports	Family Medicine Residency Advisory Committee meets, as necessary: In even-numbered years, the committee considers the funding allocation recommendation to the Board for the upcoming fiscal year	Operational Grant Application forms emailed to residency programs Application includes: ▪ Program estimate of residents training in the next fiscal year ▪ Budget Summary Grid ▪ Chief Executive Officer Statement	Operational Grant Applications due to the Coordinating Board for review Coordinating Board staff review Operational Grant Applications to estimate number of residents in training in next fiscal year Family Medicine Residency Advisory Committee meets, as necessary: In odd-numbered years, the committee considers the funding allocation recommendation to the Board for the upcoming fiscal year Residency program year ends June 30	Residency programs begin new year July 1 New first-year residents begin training programs Family Medicine Residency Advisory Committee Chair presents funding allocation recommendations for the upcoming fiscal year to the Board for its consideration

*Note all funds are disbursed via direct deposit.

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