

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**FAMILY MEDICINE RESIDENCY PROGRAM**  
**ANNUAL FUNDING AND REPORTING CYCLE**

August September	October November	December – February	March April	May	June	July
<p>State fiscal year ends August 31 and new fiscal year begins September 1</p> <p>Certificate and Residency Roster to be completed by program director and submitted to Coordinating Board</p> <p>Coordinating Board staff review and analyze certificate and residency roster data to determine per resident funding level</p> <p>Rural Rotation and Public Health Rotation applications submitted to Coordinating Board</p> <p>Coordinating Board staff review applications to determine residents to be funded for rotations</p>	<p>Coordinating Board staff initiate annual agreements for residency programs</p> <p>Agreements emailed to residency programs</p> <p>Residency program directors execute annual agreements</p> <p>Disbursements are processed following full execution of the annual agreements</p> <p>Family Medicine Residency Advisory Committee meets, as necessary</p> <p>Annual Report forms emailed to residency programs:</p> <ul style="list-style-type: none"> <li>▪ Annual Written Report</li> <li>▪ Annual Financial Report</li> </ul>	<p>Annual Reports due to Coordinating Board:</p> <ul style="list-style-type: none"> <li>▪ Annual Written Report</li> <li>▪ Annual Financial Report</li> <li>▪ Audit</li> </ul> <p>Coordinating Board staff review and analyze annual reports</p>	<p>Family Medicine Residency Advisory Committee meets, as necessary:</p> <p>In even-numbered years, when the Texas Legislature does not meet, the committee considers the funding allocation recommendation to the Board for the upcoming fiscal year</p>	<p>Operational Grant Application forms emailed to residency programs</p> <p>Application includes:</p> <ul style="list-style-type: none"> <li>▪ Program estimate of residents training in the next fiscal year</li> <li>▪ Budget Summary Grid</li> <li>▪ Chief Executive Officer Statement</li> </ul>	<p>Operational Grant Applications due to the Coordinating Board for review</p> <p>Coordinating Board staff review Operational Grant Applications to estimate number of residents in training in next fiscal year</p> <p>Family Medicine Residency Advisory Committee meets, as necessary:</p> <p>In odd-numbered years, after the Texas Legislative Session closes, the committee considers the funding allocation recommendation to the Board for the upcoming fiscal year</p> <p>Residency program academic year ends June 30</p>	<p>Residency programs begin new academic year July 1</p> <p>New first-year residents begin training programs</p> <p>Family Medicine Residency Advisory Committee Chair presents funding allocation recommendations for the upcoming fiscal year to the Board for its consideration</p>

\*Note all funds are disbursed via direct deposit.

06/2018