

**Spectrum Health/Michigan State University College of Human Medicine  
International Research Scholar Fellowship  
Outline of Responsibilities and Costs  
12.7.2015**

**GRMEP:**

*Pre Arrival*

- Contract development
- Contacts with participant
- Pre-Employment Screening
- Health Assessment/ Verifications
- Visa processing
- FedEx shipments
- International insurance processing
- Invoice to VIPP for program fees

*Post Arrival*

- Participant orientation
- Employment and benefit processing
- Provision of scholar salary and benefits (\$46,000 annual salary, benefits \$11,500, and travel \$2500)
- Provision of stipend to Spectrum Health research mentor (approximately 0.1 FTE salary support)
- Coordinating with hospital on requirements for participant (may include medical license application process)
- Health assessment and necessary vaccinations
- Provision of travel letters if participant travels outside of US during program
- HR point of contact for participant concerning all areas of their employment
- Bi-weekly administrative and advising meetings with participant
- Financial management of program

GRMEP Fees: \$91,013.74

**VIPP:**

*Pre Arrival*

- Administer the agreement with the participant's sponsoring agency
- Collect payment from participant's sponsoring agency for program fees
- Disseminate program fees due to program parties (including GRMEP) prior to participant arrival (based on payment coming through from sponsoring agency)
- Contact with participant for logistical planning
- Processing of VIPP application
- Recommendations and referrals for housing options

*Post Arrival*

- Airport Pickup
- Opening of bank account

- Assistance in signing lease
- Grocery shopping trip
- Mobile phone store
- Government identification offices
- Registration with necessary campus offices
- Assistance with enrollment of children in school, as necessary
- Airport departure

VIPP Fees: \$4,140.00

### **MSU CHM**

#### *Pre Arrival*

- Contract management with GRMEP and Spectrum Health
- Invoice VIPP for program fees

#### *Post Arrival*

- Department Chair or designee bi-weekly oversight of fellow experience and progress in fellowship (approximately 0.1 FTE salary support)
- Executive Director of Academic Affairs review
- Financial management of MSU CHM portion of the program

MSU CHM Fees: \$38,270.52

**Total Annual Fees: \$133,424.26**