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