

**UNIVERSITY OF MICHIGAN-FLINT**  
**School of Health Professions and Studies**  
**Physical Therapy Department**

**Policy and Procedure for Loan and Employment Contracts,  
Grants, Work Study & Awards**

**1.0 PURPOSE**

This document is designed to facilitate faculty input and legitimation of grants, awards, loans and employment contracts for physical therapy students enrolled in the professional and post-professional DPT programs.

**2.0 CLASSIFICATION OF GRANTS AND AWARDS**

For the purposes of this policy, grants and awards are considered to be either (1) student initiated (2) faculty initiated or (3) other grants and awards.

- 2.1 Student Initiated Grants and Awards. Student initiated grants and awards are operationally defined as those in which the student chooses to apply to an external agency and requests faculty generated references/recommendations in support of the student's candidacy.
- 2.2 Faculty Initiated Grants and Awards. Faculty initiated grants and awards are those in which external agencies request a nomination of one or more students by the faculty or the Physical Therapy Department assigns a grant or award from cyclical internal scholarships or fellowships.
- 2.3 Other Grants and Awards. Other grants and awards are those grants and awards which have established policies and procedures in which faculty and administrative responsibilities and prerogatives have been clearly specified such as the Physical Therapy Department Unrestricted.

**3.0 PROCEDURES FOR GRANTS AND AWARDS**

- 3.1 Student Initiated Grants and Awards
  - 3.1.1. Students are to request letters of reference or reference forms to be completed by their assigned academic/generic abilities advisor. In order to expedite the process, the student is expected to present to the advisor a draft of the letter of recommendation/reference form as a point of departure for the final product.

- 3.1.2. In the event that a) an advisor is not available or b) the student does not feel comfortable with his/her advisor in fulfilling this function because of lack of prior contact or other reasons, the student may request a recommendation from another faculty member. A faculty member may decline to write letter of recommendation due to a conflict of interest. In this case, the student may request another faculty member.
- 3.1.3. The student may not request a letter of reference for any single grant or award from more than one physical therapy faculty member, unless required by the granting agency.
- 3.1.4. A completed Release of Information form must be in the students file prior to construction of references/recommendations.

### 3.2 Faculty Initiated Grants and Awards

#### 3.2.1. Grants and Awards Committee

The Grants and Awards Committee shall consist of three members, two of whom are academic faculty and the senior administrative staff member of the program. The functions of the Grants and Awards Committee are to manage current internal and external faculty (see appendix 1) initiated grants and awards by:

1. soliciting faculty input and/or
2. presenting applicable recommendations to the faculty
3. requesting faculty approval for specific grants and awards.
4. corresponding to granting agencies on behalf of the faculty.
5. announcing to the faculty subsequent actions by Grants and Awards Committee and granting agencies.

#### 3.2.1. Administrative Support System

The administrative support system is designated by the Director and has the following functions:

1. Development of timelines for cyclical grants and awards.
2. Maintenance of records related to (1) individual student grants and awards (2) specific grants and awards (3) committee files.
3. Circulation of available grants and awards to perspective candidates as necessary and appropriate.
4. Gathering and organization of data required by either the faculty Grants and Awards Committee or the P.T. faculty.
5. Submission of an appropriate agenda item for PT faculty meetings.

### 3.3 Other Grants and Awards

Such grants are distributed by the Director of the Physical Therapy Department, with faculty approval if necessary and appropriate. Requests for faculty approval will be presented by the Director in regularly scheduled faculty meetings.

## **4.0 LOAN AND EMPLOYMENT CONTRACTS AND WORK STUDY**

All requests by students with regard to loans and employment contracts are managed by the departmental Director in collaboration with administrative support personnel. Such activities include:

- 4.1. Certification of academic status related to student loans.
- 4.2. Information regarding employment contracts which may be entered into by a student in order to receive financial support during the period of professional preparation.
- 4.3. Selection of work-study students.
- 4.4. Other certifications requested by a specific student which, in the opinion of the Director does not require faculty review and legitimation and for which Director action is both necessary and sufficient.

## **5.0 MODIFICATION, INTERPRETATIONS AND EXISTING POLICY**

- 5.1 The senior administrative staff member of the department is delegated the responsibility by the Director to make determinations of appropriate categories for all functions carried out under the persons of this policy.
- 5.2 Proposal modifications of procedures outlined in the document will be reviewed by the faculty at appropriate times on a periodic basis.

APPENDIX 1

Grants and awards administered by the Grants and Awards Committee

Sponsorship

Fiscal Parameters	University Sponsorship	Professional Sponsorship
Monetary	Coleman J. and Lois R. Ross Scholarship Wendy Frost LaFontaine Scholarship Virginia Wilson Memorial Scholarship Ralph M. and Emmalyn E. Freeman Scholarship Fry Student Emergency Fund Ernestine R. Smith Scholarship	McMillan Scholarship Wright & Filippis Scholarship
Non-Monetary		MPTA Outstanding Student Award

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