Funding and Compliance Pertaining to MD-PhD Students

Support while in the Program. The standard acceptance letter currently indicates that you will be guaranteed support which will include a stipend at the current NIH base rate and supplemented by the Medical School, health care coverage (single)/(Rx included), and also the tuition responsibilities for the Medical and Graduate Schools (3½ years medical school, 2½ years graduate school). While supported by the MD/PhD Program, the student earns a stipend (fellowship), which is not subject to tax withholding, but is subject to tax reporting. Students should consult the University’s Tax Department’s website (www.yale.edu/tax) and also IRS Publication 970, Tax Benefits for Education. Many students also set up a quarterly estimated tax payment schedule.

At the point in your enrollment when you affiliate with a Ph.D. department and begin working in the lab, a portion of your stipend will be subject to tax withholding. When you affiliate, you should complete a Form W-4 for the federal and CT state governments. This will ensure the appropriate amount of tax is being withheld. Without the Forms W-4 on file, the University will deduct the maximum amount. This becomes critical when you are working full-time in the lab, and your support is 100% subject to tax withholding. When you finish in the lab and return to complete medical school, support from the MD/PhD Program is reinstated and your earnings are a full stipend again.

Summary points:
• Student receives NIH base stipend, supplemented by YSM until Ph.D. affiliation
• Program provides (single) health care coverage and tuition payments
• Review Yale tax website & IRS Publication 970 for info. on fellowships and reporting income
• Complete Forms W-4 (federal and CT state) upon Ph.D. affiliation

Realistically, most students will take 7 – 8 years to complete the dual degrees. Keep in mind that your PhD advisor must have a Graduate School appointment. When you have decided on a PhD advisor, communicate this information to Cheryl. She will give you the affiliation form that needs to be completed, as well as convey financial obligations to your advisor in a timely manner.

When an advisor is confirmed and the student officially affiliates with a Ph.D. program, the student’s stipend will increase to that of the current graduate student stipend level, which is determined by the Graduate School, currently at $34,450 for the period July 1, 2016-June 30, 2017. In certain cases, this increased stipend level will be pro-rated to coincide with the fiscal year. The increase in stipend support, i.e. the supplement to the base rate, is equally split between the advisor and the Medical School. The stipend supplement will be subject to tax withholding, so be sure the appropriate tax forms have been completed.

Typically, when an MD/PhD student enters the 4th year of study, the student’s advisor is contacted to provide stipend and tuition support. It is during this time that the category of the student’s funding is changed from stipend to salary, and subject to tax withholding. During years 4-6 of the Program, 100% of the salary is provided by the advisor. The advisor is financially responsible until the student defends the PhD thesis, is no longer working in the lab, and resumes clerkship training. At this time, the student returns to Program funding. The Program has secured funding so that the student no longer experiences a “bump down” as a result of not having an advisor. The student’s stipend will remain at the current Graduate School level until graduation. The student must defend the dissertation prior to re-entry to the wards. It is important for the Program to know the student’s status with the lab to determine the proper stipend supplementation: (1) if the student has defended the dissertation, but is still working part-time in the lab while pursuing medical school requirements, the advisor should provide a stipend supplement; (2) if the student has submitted the dissertation and is still working part-time in the lab while pursuing medical school requirements, the advisor should provide a stipend supplement; (3) if the student has earned the Ph.D. and is still working part-time in the lab while pursuing medical school requirements, the advisor should provide a stipend supplement. Please note that although you may earn the Ph.D. before completing all of your medical school requirements, you are still enrolled as a
**Full-time student in a pre-doctoral dual degree program.** This means that the student cannot be paid as a postdoctoral fellow and can only receive a stipend supplement. The student must remain in close communication with the MD/PhD Program Office during this time. We are informing you of these procedures so that you will be aware of what we have told your potential advisor. You may also talk with Cheryl in the MD-PhD Program Office about funding information. The financial arrangements between the Program and the advisor are addressed by the Program and need not concern the student.

Continuation in the Program is dependent on satisfactory completion of the course and clerkship work in the Medical School curriculum as determined by its Progress Committee and satisfactory progress toward completion of the PhD as determined by your mentor, the Director of Graduate Studies (DGS), your thesis committee and the MD/PhD Program’s Faculty Committee. The Program’s role is to make sure that these committees meet with you and that you are informed in a timely manner of any concerns they may have. The Program has devised two venues for monitoring the student’s progress in the lab: (a) annual advisor reports containing a checklist of academic requirements for the Ph.D., including thesis committee meetings; and (b) assigning an Associate Director of the MD/PhD Program to the student’s thesis committee.

**Summary Points:**
- Stipend increases to Graduate School level upon Ph.D. affiliation; stipend will remain at Graduate Student stipend level until graduation
- Advisor must have a Graduate School appointment
- Notify Cheryl of Advisor in order to convey and confirm financial obligations
- Complete Ph.D. Affiliation Form when Ph.D. department is confirmed
- Complete relevant tax forms as stipend supplement is subject to tax withholding
- At the beginning of Year 4 in the Program, the student’s full stipend remains subject to tax withholding until the student leaves the lab; stipend then is categorized as fellowship
- Student must defend the dissertation prior to re-entering the wards

**External Fellowships.** Students are encouraged to apply for outside funding for their MD/PhD work, either through private agencies or the NIH. Students who are successful in obtaining individual fellowships may be considered for a combined award (i.e. bonus) to their stipend. Sample applications can be sent electronically by Cheryl. All external fellowships and their accompanying administrative requirements must be processed through the MD/PhD Program. Schedule a meeting with Cheryl to review the administrative requirements for submitting an external fellowship. You should also consult with Dr. Gorelick about your fellowship application.

The following administrative requirements that must be completed prior to the submission of any external fellowships:
- (a) Conflict of Interest (COI) Disclosure Form – [http://coioffice.yale.edu/](http://coioffice.yale.edu/)
- (b) Sponsored Projects Administration (SPA) Training - [http://researchadministration.yale.edu/training](http://researchadministration.yale.edu/training): click on training; faculty education; self-assessment online
- (c) Review of Patent Policy & Agreement: [http://ocr.yale.edu/faculty/policies/yale-university-patent-policy-acknowledgement-agreement](http://ocr.yale.edu/faculty/policies/yale-university-patent-policy-acknowledgement-agreement)
- (d) If applying for an NRSA - Completion of the NRSA Assurance of Compliance Form, which has to be signed by the fellow and faculty mentor

**Summary Points:**
- External funding requires the completion of administrative requirements, prior to submission
- When students apply for an external fellowship, grant, etc. they should schedule an appointment to meet with Cheryl. All applications must be processed through Cheryl’s office, as part of the MD/PhD Program. Even if you have affiliated with a Ph.D. department, your “home base” is with us.
Compliance. In light of the support each of you receives, the Program often requires information from each student that must be reported to various Program officials and agencies. If we ask you for information, it is because we need to collect and report that information and expect you to be professional and timely in your responses to our requests. Some of the items for which you will be asked to provide information include, but are not limited to:

Annual Individual Development Plan – this is information reviewed by the Program Director so that we can help you navigate through the Program and identify any problems that come up.

Annual Funding Agency Reports – this is information compiled and sent to the various funding agencies for students supported on the MSTP Training Grant, University funds or individual fellowships.

Updating Information – this is information that should be provided to the MD-PhD Program Office if you change your address, marital status, health insurance coverage, direct deposit information, etc.

Clerkship/Re-entry Information – this is information you need to provide to the Program at the time you meet with Terri Tolson (Medical School Registrar) and Dr. Tamar Taddei concerning your re-entry to the wards.

- Please note: The MD/PhD Program will consider non-compliance to our requests as a deficiency in your academic standing. This could affect the processing of stipend and other payments.

Summary points:
- Collection of information is a professional responsibility of each student
- Students should respond to information requests in a timely manner
- Student must meet with Dr. Tamar Taddei and communicate with Cheryl concerning their timeline for re-entry at least 6 months prior to beginning clerkships. See page 19.

Student Hosting during the Interview Season. We rely upon our students to host applicants who come through for interviews. We are sure you remember how important it was to you to be hosted by a current MD-PhD student when you came for your interview. Please respond to our requests for hosting applicants. The request will come as an email from the MD/PhD Host Coordinator. This is a very important part of our recruiting efforts and we are depending on you for assistance.

The Program invites student hosts to attend the applicant dinners on Monday evenings. Due to budget cuts, however, it may not be possible for every student host to attend each dinner. Additional information will be provided as it becomes available. Please feel free to check in with Cheryl.

The Program also sponsors a pizza party with current MD-PhD students on Sunday evening for applicants who arrive in New Haven the night before their interviews and applicant lunches. Attendance by students in all years of the Program is encouraged for these programmatic activities.

This year’s interview dates are:
- Sunday, October 16th – Tuesday, October 18th
- Sunday, November 6th – Tuesday, November 8th
- Sunday, December 11th – Tuesday, December 13th
- Sunday, January 8th – Tuesday, January 10th
- Sunday, January 22nd – Tuesday, January 24th
- Sunday, February 5th – Tuesday, February 7th
- Sunday, February 12th – Tuesday, February 14th

MD/PhD Student Council. In February, 2011 the Program formed the MSTP Student Council to provide broadly representative student feedback and suggestions about Program activities. The MSTP Student Council has a representative from each class who meets with MSTP Program leadership every other month to provide input into planning program activities, such as the Research in Progress (RIP) sessions, annual retreat, mentoring system,
and new initiatives. Each class selects its representative to serve a one-year term so that many students in each class will have the opportunity to serve on the Council during their time at Yale, if interested.

The representatives for 2016-17 are: Year 1 Laurel Kaye; Year 2 Stefano Daniele; Year 3 Dan Barson; Year 4 Alanna Kaplan; Year 5 Lee Ying; Year 6 Amanda King; Year 7 Wendy Xiao; Years 8+ Alexandria Marino.

Committee on Women & Minorities. During the 2016 Retreat, a focus group of MD/PhD students convened to discuss Inter-class unity and Women’s and Minority Recruitment for our Program. A formal committee has been formed and will meet every other month with the Program’s leadership. Current Committee members are Dan Barson, Shivani Bhatt, Nicholas Economos, Carrie Flynn, Kelsey Loeliger, Jessica Minor, Alyssa Mitson-Salazar, Danielle Miyagishima, Alice Lu, Rebecca Treger and Lorenzo Sewanan.

NIH Publication Information and Acknowledgement of the MD/PhD Program in Publications

NIH Publications and Public Access Policy. The NIH Public Access Policy ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central (PMC) (http://www.ncbi.nlm.nih.gov/pubmed) upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication.

All of your papers fall under the NIH Public Access Policy, whether in press or in print, and must include evidence of compliance in all of your NIH applications and reports. It is essential to provide the PMC numbers associated with your publications to the MD/PhD Program Office as we have to track your publications. Non-compliance on your part could jeopardize continued funding for the Program. For complete information, please review the website at http://publicaccess.nih.gov/policy

Summary Points:
- All peer-reviewed articles must comply with the NIH Publications and Public Access Policy
- When citing papers, include PMC reference numbers
- Provide PMC reference numbers to the MD/PhD Program for incorporation into reports prepared for the NIH. Non-compliance could jeopardize continued funding for the Program

Acknowledgement of MD-PhD Fellowship Support in Publications, ALL students must acknowledge their financial support in all publications (except abstracts). The standard format is: “This work was supported by NIH Medical Scientist Training Program Training Grant T32GM007205 {also list other funding sources}.” It does not matter if you are supported by our MSTP TG at the time of your publication. The MSTP TG made it possible for you to be at Yale and do the work and it should always be acknowledged.