



## Application Instructions for Rural Healthcare Peer Exchange and Professional Development Program

- 1. Eligible Applicants:** Critical Access Hospitals (staff and board members), network representatives serving rural health entities, rural non-profit EMS agencies.
  - The mentoring exchange may involve more than one person from the same organization, if they are essential to implementing the project. *Please note: funds cannot be requested to cover consultant fees, conference expenses, or training events.*
- 2. Location of Exchange:** The exchange visit may occur at the applicant's organization or the applicant may travel to the location of the peer mentor. This decision is based upon the agreed upon location of the applicant and mentor. For example, the applicant may invite a peer with expertise in quality improvement to meet with a team at their facility or an applicant may travel to another location to view and evaluate an automated medication dispensing system. Location is limited to North Dakota and bordering states where the travel expenses are comparable to costs within the state.
- 3. Exchange Reimbursement Request:** Itemize and total the funding estimate for the proposed exchange reimbursement request based on the following:
  - Round-trip ground mileage between your organization and the mentor location, calculated at the IRS standard mileage rate for business travel. Mileage receipts not necessary for reimbursement; state mileage chart used for mileage verification.
  - Lodging limited to reasonable accommodations and only those nights necessary to meet the needs of the proposed exchange. Maximum three nights per person for two-day exchange. Zero balance hotel receipt required for reimbursement.
  - A stipend is available for individuals that will not be compensated by their hospital for the time spent on the exchange activity. The stipend for the mentor is limited to \$200 per exchange and justification must be provided.

### Approval and Reimbursement Information

- A. Application must be completed using the [online application form](#); applicants will receive confirmation and an approval or denial of the proposed exchange within 7 business days of receipt of the application.
- B. All travel must be completed by August 15 and invoices received by August 31 of the current fiscal year.
- C. The attached outcome report must be completed using the [online outcomes form](#) and your invoice and receipts should be attached to it. Reimbursement will be denied if the outcome report and applicable receipts (lodging) are not included.
- D. A sample invoice can be provided to assist with your reimbursement request.
- E. Funding is allocated on "first-come, first-serve" basis for applicants meeting the criteria. The mentoring program ends when available funds are exhausted.