

Scholarship Administration Checklist

Medicine Connect Sunrise Scholarship • 2026–2027

Before Launch

- ☐ Board approval documented
- ☐ Official Rules posted/available
- ☐ Application form finalized
- ☐ Submission email added
- ☐ Selection Committee appointed
- ☐ Conflict/recusal forms distributed
- ☐ Scoring sheets finalized
- ☐ Minor consent process ready

During Program

- ☐ Article submissions logged
- ☐ Medical/professional reviews retained
- ☐ Publication/acceptance dates recorded
- ☐ Community service evidence collected
- ☐ Potential conflicts monitored
- ☐ Material scoring rules not changed retroactively

After June 30 Deadline

- ☐ Eligibility verified
- ☐ Article points totaled
- ☐ Impact scores completed
- ☐ Community participation scored
- ☐ Leadership and impact verified
- ☐ Consistency points assigned
- ☐ COI/recusals documented
- ☐ Tie-break rules applied if necessary
- ☐ Top 3 in each category certified
- ☐ Board/officer approval completed as required
- ☐ Award letters issued
- ☐ Payments documented

- ☐ Accounting entry recorded
- ☐ Form 990 implications reviewed with tax preparer
- ☐ Complete program file retained under MC record-retention policy