

Guidelines for CME Grant Request & Letters of Agreement

Please refer to this information when completing educational grant request for the University of Cincinnati CME activities. In order for your Letter of Agreement to be processed please attach a copy of the grant request and budget.

Who is the CME Provider?

The official accredited provider is the **University of Cincinnati** not an educational partner or UC corporation.

Who is the Educational Partner?

When the University of Cincinnati works with an organization that is not affiliated with the University of Cincinnati, then the organization (educational partner/joint sponsor) must be listed as "Educational Partner or Joint Sponsor". The activity is directly sponsored when there is no outside involvement with another entity.

Letter of Agreement Requirements

The Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support requires the Letter of Agreement (LOA) contain the following information;

- Name of the commercial supporter
- University of Cincinnati – accredited provider *
- Name and date of the activity
- Name of the educational partner and signature (*if applicable*)
- Dollar Amount

ACCME Standards for Commercial Support

- 3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.
- 3.4 The terms, conditions, and purposes of the commercial support must be documented in written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint sponsor.
- 3.5 The written agreement must specify the commercial interest that is the source of commercial support.
- 3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.
- 6.3 The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind" the nature of the support must be disclosed to the learners.
- 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.

University of Cincinnati Office of General Council Requirements

- If using the University of Cincinnati LOA-the LOA must be signed by the course director and educational partner if applicable before submitting to the CME Office
- If the LOA includes an educational partner please submit **3** copies of the LOA. Educational partners must sign LOA before submitting LOA to the CME Office
- Please include commercial supporters contact information (name, phone, email, fax and mailing address)

Which agreement should be signed.... the University of Cincinnati or the Commercial Supporters?

The University of Cincinnati Office of General Council will sign the commercial supporter's agreement if the LOA meets the University of Cincinnati Office of General Council grants and contracts standards.

Who is authorized to sign Letters of Agreements for the University of Cincinnati CME activities?

Letters of Agreement can only be signed by the University of Cincinnati **Office of General Council**. The University of Cincinnati Office of CME pre-reviews all LOA's before forwarding to the Office of General Council to ensure compliance to the ACCME Standards for Commercial Support.

What should I do if the commercial supporter asks me to accept the terms of their agreement online?

Terms **should not** be accepted **without prior approval** of the University of Cincinnati CME Office. During the grant process if you are asked to “click accept” **DO NOT CLICK ACCEPT** but contact me immediately at the number listed below. There could be terms in the agreement/LOA in which the Office of General Council is not authorized to accept and will require negotiations. I will request that you email or fax a copy of the LOA to me for my review. Even though you completed an on-line educational grant you will be required to supply a copy of the LOA (the terms that you clicked “accept”) for the Office of General Council review/approval and signature.

When am I authorized to acknowledge commercial supporter(s) on course materials?

The LOA must be **fully executed** by the University of Cincinnati Office of General Council **prior to** being announced on promotional materials and the activity.

Please note:

The CME Advisory Committee set a policy in place that LOA’s must be submitted to the CME Office no later than 7 days prior to the educational activity. LOA submitted after the 7 day deadline will not be accepted for processing. Please note LOA’s submitted at the 7 day period deadline is considered a RUSH and therefore a RUSH fee of an additional \$50.00 will be accessed.

Lynn Fischer
Program Director-Live Programs
Office of Continuing Medical Education
University of Cincinnati
513-558-2827
Lynn.fischer@uc.edu