CME GRANT APPLICATION PROTOCOL
For Limited Registration & Certification Only CME Activities

PURPOSE: CME Grant Application Protocol is designed to provide URMC Departments and Educational Providers with guidance and recommendations to proceed with CME grant application requests to Commercial Interests in accordance with ACCME’s Standards for Commercial Support.

Important to keep in mind:
1. All CME grant requests must be reviewed by Institute for Innovative Education (IIE) staff prior to submission. Please use this document as a reference when preparing your grant application for review by IIE. It is the responsibility of the requesting Department to be aware of and comply to:
   - ACCME Standards for Commercial Support
   - URMC Industry Interactions Policy
   - The Physician Payments Sunshine Act
   - Commercial Interest’s grant application guidelines
2. IIE staff must be aware of all approved grants from Commercial Interests and sign Letters of Agreement. Please contact the IIE office as soon as you are aware that a request for grant funding has been approved.

IIE’s GRANT REVIEW PROCESS

IIE’s GRANT TOOLS & RESOURCES

- CME Provider is: University of Rochester School of Medicine and Dentistry
- Tax ID# 16-0743209
- Organization Type: Academic Medical Center  Status: Not-for-Profit / 501 (c)(3)
- Accreditation Level: Accreditation with Commendation  Dates of Accreditation: Nov. 2015 – Nov. 2021
- Provider Contact Information:
  - University of Rochester, Institute for Innovative Education
  - Phone: 585-275-7666  Fax: 585-256-2682
  - Website: www.iie.urmc.edu  Email: CMEcertification@URMC.rochester.edu
- Contact for more information: Helina Kebede, Compliance & Grants Coordinator
  - Phone: 585-276-5531  Email: Helina_Kebede@URMC.Rochester.edu

1 ACCME defines Commercial Interest as “any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients”. The majority of Pharmaceutical and Medical Device Companies are Commercial Interests.
2 ACCME is the accrediting body for Continuing Medical Education activities. Standards for Commercial Support can be found here.
Each Commercial Interest will require different application items. The following are general documents and content descriptions that are typically requested by Commercial Interests:

- **Activity Descriptions**: Letter of Request, Activity Description, Activity Agenda, Needs Assessment & Practice Gaps, Target Audience, Learning Objectives, Program Outcomes, Estimated Budget

Grant application deadlines vary by Commercial Interest but most will require a minimum of 60-90 day lead time for submissions. Thoroughly check the grant website (including FAQ) to ensure that your event is within the standard deadline window. It is strongly recommended that grant support be sought from multiple sources.

Visit ACCME’s website for full description of the Standards for Commercial Support

| SUMMARY OF ACCME’S STANDARDS FOR COMMERCIAL SUPPORT |
|-----------------|--------------------------------------------------|
| STANDARD        | BRIEF DESCRIPTION                                |
| STANDARD 1: Independence | Planning and implementation of the CME activity must be free of control from a Commercial Interest. |
| STANDARD 2: Resolution of Personal Conflicts of Interest | All individuals in control of planning a CME activity must disclose relevant financial relationships. |
| STANDARD 3: Appropriate Use of Commercial Support | The provider must make all decisions regarding the disbursement of Commercial Support, and support must be given with the full knowledge and approval of the accredited provider. A Letter of Agreement between the Provider and Commercial Interest must be fully executed (signed by all parties) prior to the event. UR’s Letter of Agreement can be found here. |
| STANDARD 4: Appropriate Management of Associated Commercial Promotion | Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation. Commercial exhibits and advertisements are promotional activities and not continuing medical education. Therefore, monies paid by commercial interests to providers for these promotional activities are not considered to be commercial support. However, accredited providers are expected to fulfill the requirements of SCS 4 and to use sound fiscal and business practices with respect to promotional activities. Exhibit requests should always be handled separately from educational grant requests and treated as two distinct business transactions with separate requirements. Product-promotional activities cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. |
| STANDARD 5: Content and Format without Commercial Bias | The CME activity must not promote specific proprietary business interest of a Commercial Interest. Presentations should give a balanced view of therapeutic options. |
| STANDARD 6: Disclosures Relevant to Potential Commercial Bias | Disclosure of all commercial interests supporting a CME activity is required prior to the beginning of the educational activity, including “in-kind” support. Disclosure can include: stating the name, mission, and areas of clinical involvement of an ACCME-defined commercial interest but may not include corporate logos, trade name and slogans. |

Have a question? Please see our Frequently Asked Questions or contact Compliance & Grants Coordinator, Helina Kebede at 585-276-5531.