



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 Interests¹ in accordance with [ACCME's Standards for Commercial Support](#)².

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

CME Application
Approved and
Certification
Letter Received

Dept completes
draft grant
application &
sends to IIE

IIE reviews application & provides
approval **BEFORE** submission.
Dept submits application to
Commercial Interest **AFTER** review

If grant is approved,
a fully executed
Letter of Agreement*
is required

Disclose
Commercial
Support to
learners

Dept sends post-
activity report to
Commercial Interest
(if required)

** All fully executed Letters of Agreements (signed by all parties) must be received prior to activity date*

REVIEW TIMES: To ensure timely submission of your grant request, **please allow at least 10 days** in order to review your grant application. After preparing your application, please email IIEGrants@URMC.rochester.edu the following:

- IIE Grant Review Form
- Documents: Grant Application, Proposal, Letter of Request, Budget, and all supporting documents
- Important Dates: Grant Submission Deadline and Anticipated Date of Response

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:

- **General Documents:** W-9 Form, ACCME Certificate, 501(C)(3) Letter, Organization Mission Statement, Policy on Industry Interactions/Firewall, Letter of Agreement
- **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. <u>UR's Letter of Agreement can be found here.</u>
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.