

Frequently Asked Questions and Helpful Hints for Online Grant Requests

It is the requesting institution's responsibilities to review each company's procedures for grant submission PRIOR to contacting the Office of CME for assistance.

Who is the Provider: The ACCME accredited provider is Northwestern University (NU), the institution must match NU's W-9 form.

Requesting Institution or Educational Partner (referred to throughout this document as requesting institution):

- Departments, Centers and Institutions within the Feinberg School of Medicine should list Northwestern University
- Affiliates should list their own institution, the Provider MUST be listed as Northwestern University. NU affiliates are:
 - Children's Memorial Hospital
 - Northwestern Memorial Hospital
 - Northwestern Medical Faculty Foundation
 - Rehabilitation Institution of Chicago
 - Jesse Brown VA Medical Center
- Joint-Sponsors should list their organization, the Provider MUST be listed as Northwestern University.
- 3rd Party (defined as an events management company hired to coordinate the program logistics) or Medical Education/Communications Company (MECC) list their organization, the Provider MUST be listed as Northwestern University.

Provider Contact: The Office of CME personnel assigned to the CME accredited program:

- Genevieve Napier, Director of CME
- Amie Devine, CME Program Specialist
- Amanda O'Rourke, CME Program Specialist
- Katy Quinn, CME Program Specialist

Provider Contact Information: Office of CME, Northwestern University
750 N. Lake Shore Drive, Suite 680
Chicago, Illinois 60611
Phone: 312 503-8533
Fax: 312 503-4531

Provider Website: <http://www.cme.northwestern.edu/index.html>

Organizational Type: Academic Medical Center

Educational Organizer, Content Developer or Institution Responsible for Educational Content

Course Directors must be a Faculty Member at the Northwestern University, therefore the appropriate institution is Northwestern University. If the grant request requires an individual be identified, the course director is the appropriate individual. Joint-sponsors, 3rd Parties and/or MECC are not the appropriate institution or individual.

Submission Timelines: Most companies now require 60-90 days lead time to consider a grant application for CME. Some companies require submissions 120 days in advance of you program.

Submission Process: Online grant requests must be reviewed by the Office of CME prior to their submission. Online grants should be entered into the commercial company's website, saved, printed and sent to the CME personnel for review and approval. Once the grant request has been approved by the Office of CME, the requesting institutions may submit the grant.

Some companies require the ACCME Provider (not the requesting institution) to submit online grant requests. In these instances, the Office of CME will submit the grants on behalf of the requesting institution. The requesting institution will provide the Office of CME the information in the format required by the commercial company. If the grant is approved, the Office of CME will reconcile the grant. The grant processing fees should be built into the activity's budget estimate as CME administrative fees. These fees are to be recorded as a program expense.

Please refer to the fee structure below for submitting and reconciling grants:

Directly Sponsored Programs	Jointly/Co or 3 rd Party Sponsored Programs
Online Grant Submission \$100 per grant	Online Grant Submission \$250 per grant
Online Status Reports \$50 per report	Online Status Reports \$100 per report
Online Reconciliation \$100 per grant	Online Reconciliation \$250 per grant

Payee Information:

Educational grants may be issued to the Joint-sponsor or 3rd party. Prearrangements must be made with the Office of CME. A letter from the Office of CME will be issued to the organizing institution. The requesting institution should communicate to the Office of CME who will receive the check.

If the commercial interest must pay the Provider (Northwestern University), the Office of CME will deposit the check and issue the funds to the requesting institution. Please refer to the fee structure below for distributing educational grants. The grant processing fees should be built into the activity's budget estimate as CME administrative fees. These fees are to be recorded as a program expense.

Educational Grant Processing Fee	
Up to \$20,000	\$250
\$20,001 - \$50,000	\$500
Over \$50,001	\$650

The Approved Signature for Letters of Agreement:

Pharmaceutical Company's Agreements:

Dr. John X. Thomas, Jr.,
Senior Associate Dean for Medical Education
Feinberg School of Medicine

Northwestern University's Letter of Agreements: The Office of CME personnel assigned to the CME accredited program:

Genevieve Napier, Director of CME
Amie Devine, CME Program Specialist
Amanda O'Rourke, CME Program Specialist
Katy Quinn, CME Program Specialist

Electronic Signatures:

Companies are moving to online and electronic commercial support application processes, the ACCME accepts electronic signatures as evidence that written agreements are signed. HOWEVER, the Office of CME must review the agreement prior to the online acceptance. The requesting institution must print the online agreement and submit it to the Office of CME for review / approval prior to accepting the online agreement.

The elements that must be included in the written agreement are:

- o Itemizes how the Provider will use the commercial support in the development and presentation of the CME activity;
- o Itemizes the organizations involved in the activity (e.g., joint sponsors, education partners, managers);
- o Specifies the organizational name of the commercial interest(s) that supplied the funds;
- o Specifies what funds or in-kind services will be given by the commercial supporter to support the provider's activity;
- o and States the commercial interest will comply with the ACCME's Standards for Commercial Interest; and
- o Is signed by the commercial interest and the accredited provider PRIOR to the activity taking place.

However, the letter of agreement MAY NOT be accepted if the requesting institution enters into a commercial support agreement where the commercial supporter specifies the manner in which the Provider or requesting institution fulfills the requirements of the ACCME's Elements, Policies and Standards.

Budget estimates:

Each company has their own format for submitting budget estimates. The budget estimate indicates how the funds will be used to off-set the cost of the program. If the

grant is approved and a letter of agreement has been accepted and signed by all parties, the funds MUST be used as determined in the agreement.

Exhibits:

Exhibits are separate business transactions from educational grants. Exhibits are a payment for the sale of promotional space. Neither the Provider nor the requesting institution is responsible for the content of advertising and exhibits; however the companies are expected to abide by all applicable FDA, PhRMA and AdvMed regulations.

Companies may pay for the grant and exhibit with 1 check, however, the actual grant agreement amount must not include the exhibit funds and the funds must be reported separately in the CME Post-Activity Documentation.

Acknowledgement:

Companies that provide educational grants or exhibits must be acknowledged in writing. Letters of agreement for grants and/or exhibitors must be fully executed prior to being acknowledged in marketing materials AND prior to the date of the accredited program.

Provider's Mission Statement:

The Office of Continuing Medical Education at the Feinberg School of Medicine recognizes its responsibility to promote lifelong learning through the provision of well-designed educational experiences for physicians, others involved in health care delivery, and the community.

The aims of these educational experiences are to:

1. Enhance and expand scientific and medical knowledge
2. Promote best practices in health care
3. Develop skills associated with improved health care and health care services
4. Collaborate with other accrediting bodies to provide continuing education for physicians and allied health care professionals

The desired outcomes of the educational experiences are:

1. Well defined educational activities varying from lectures, discussion panels, self-directed learning modules, computer based education and laboratory training experiences
2. Foster communication and collaboration within and between McGaw hospitals and the medical school to improve the delivery of all continuing education activities for individuals involved in health care delivery
3. Provide leadership for developing measurement tools designed to assess outcomes for all CME sponsored educational activities

Provider's Process for Identifying Possible Conflicts of Interest:

A four-tier peer review system has been developed to identify possible conflicts of interests. The activity planning committee members, course directors, and speaker's disclosure forms must be included in the CME Application Packet.

- The first tier is the CME Director - the director is responsible for reviewing the disclosure forms and communicating any concerns to the CME Review Committee.
- The second-tier is the CME Review Committee - the committee is responsible for reviewing the course director and planning committee member's disclosure forms as they relate to the overall content of the educational activity. The speaker's disclosure forms will be reviewed in conjunction with the topic they will be presenting at the educational activity. The CME Review Committee will determine *whether a significant relationship exists that precludes a specific faculty member from participating in the CME activity.*
- The third-tier is the Senior Associate Dean for Medical Education – the recommendations and/or concerns of the CME Director and/or committee members will be reviewed by the Senior Associate Dean. The dean will work with the course director to provide a solution to the conflict of interest.
- The fourth-tier is the CME Coordinator – if a speaker is added to the educational activity after the activity has been approved for CME credit, the course director is responsible for reviewing the speaker's disclosure forms and returning the completed faculty disclosure form to the CME coordinator. If the coordinator identifies a possible conflict of interest the information is communicated to the course director and the Senior Associate Dean for Medical Education. The dean and the course director will develop a solution to the conflict of interest.

Provider's Honoraria Guidelines: Northwestern University allows reasonable honorariums to be paid to give individuals conducting, planning and speaking at CME activities. The principle for setting guidelines for honorarium amounts is to compensate those individuals who contribute to the content of an activity. Honoraria amounts vary widely due to medical specialty, location of the activity, level of participation in planning the activity, number of lectures, etc. Therefore the honoraria amounts are to be determined by the course director and his/her department chairman. The CME Director, CME Review Committee and the Senior Associate Dean for Medical Education will determine whether the honoraria amount is considered reasonable. If any honorarium exceeds \$3000 per day and/or lecture, the course director must submit a written explanation to the CME Review Committee when submitting the CME Application.

Organization Information Forms or Forms for the Federal Lobbying Disclosure Act 2003:

The Provider (Northwestern University) is the organization to be listed on these forms, NOT the requesting institution coordinating the accredited program. Contact the CME personnel for guidance on completing these forms.

Attachments / Documents to be Included to the Online Grant Request:

Each commercial interest has its own requirements; the Office of CME recommends each grant submission to include the following data:

- Needs Assessment
- Learning Objectives
- Program Outcomes from previous conferences (past evaluation summaries)
- Description of anticipated outcomes
- Agenda containing topics and speakers
- Budget estimate
- How the fund will be used
- Documentation of CME accreditation

For additional information, please refer to "Ask ACCME" located at:

<http://www.accme.org/index.cfm/fa/faq.home/Faq.cfm>