

Sample Grant Request Letter

<Date>

<Name>

<Title>

<Institution>

<Address>

<City, State, Zip>

Dear Dr. <Name>,

On behalf of Dr. <Course Director>, <Department> and the Office of CME, thank you for considering to support the <Insert Title> to be held on <Insert Date> through an unrestricted educational grant.

This activity is sponsored by the Northwestern University, Feinberg School of Medicine and <Insert Department>. The medical school is accredited by the Accreditation Council for Continuing Medical Education (ACCME). To verify Northwestern's accreditation status please visit the ACCME's website at http://www.accme.org/providers/sec_acp_accmeproviders.asp which lists all accredited providers. As an accredited provider, the medical school's programs comply with the ACCME Standards for Commercial Company Support.

The following is the needs assessment conducted during the development of this program:
<Insert Need Assessment Data>

The conference learning objectives are:

At the conclusion of this activity, participants should be able to:

- 1) <Objective 1>
- 2) <Objective 2>
- 3) <Objective 3>

An evaluation method will be developed to measure the intended outcome of the activity. The following questions will be incorporated into the activity's evaluation:

1. Were the activity's objectives met?
2. Will you change your practice as a result of participating in this activity?
 - a. If yes, please identify the elements you plan to incorporate into your practice.
 - b. If no, what are the factors that are acting as barriers?

Attached please find the medical school's letter of agreement. Sign and return by fax a copy of the letter of agreement to me at <Fax number>. If your institution has its own agreement, please fax a signed copy of your letter of agreement to me for execution.

The Office of CME must receive the signed letter of agreement prior to the day of the conference otherwise the funds will be returned.

Thank you for your assistance and if you have any questions feel free to contact me.

Sincerely,

<Coordinator>

<Title>

<Institution>

cc: <Office of CME Coordinator>