

Continuing Medical Education

GRANT REQUESTS & LETTERS OF AGREEMENT (LOA) GUIDELINES

Please refer to this information when completing an educational grant request for a University of Cincinnati CME activity.

In order for your Letter of Agreement to be processed for official acceptance by UC Director of Continuing Medical Education or other individual authorized by the UC Office of General Counsel, please attach a copy of the grant request and budget and submit both to the CME office.

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 provider) must be listed as “Educational Partner” or “Joint Provider”. The activity is “directly provided” 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 require that 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, or UC LOA addendum*)
- Dollar amount of the grant

Applicable ACCME Standards for Commercial Support (SCS) Related to Letters of Agreement

- *SCS 3.3:* All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.
- *SCS 3.4:* The terms, conditions, and purposes of the commercial support must be documented in a 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 provider.
- *SCS 3.5:* The written agreement must specify the commercial interest that is the source of commercial support.
- *SCS 3.6:* Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.
- *SCS 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.
- *SCS 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 Counsel Requirements

- If you are using the University of Cincinnati LOA, the LOA must be signed by the Course Director and the Educational Partner, if applicable, before submitting to the CME Office. **NEW POLICY:** If the supporter's LOA is used, no one should sign until after UC CME Director or other individual authorized by the UC Office of General Counsel has reviewed and signed.
- Please provide the commercial supporter's contact information (name, phone, email, fax and mailing address).

Which agreement should be signed...The University of Cincinnati's agreement or the Commercial Supporter's agreement?

The University of Cincinnati CME Director will sign the commercial supporter's agreement if their LOA meets the University of Cincinnati Office of General Counsel grants and contracts standards. If it does not meet their requirements, the UC CME Director has been authorized by the UC Office of General Counsel to negotiate directly with the commercial supporter to arrive at an agreement prior to signing.

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

Commercial Supporter Letters of Agreement can only be signed by the UC CME Director or other individual authorized to review, negotiate, and sign Letters of Agreement by the University of Cincinnati **Office of General Counsel**. University of Cincinnati LOAs can be signed by the University of Cincinnati CME Director, Susan P. Tyler, M.Ed., CMP, CHCP. The University of Cincinnati Office of CME must review all LOAs to ensure compliance with the ACCME Standards for Commercial Support and with the UC Office of General Counsel's grants and contracts standards.

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 review of the LOA** by the University of Cincinnati CME Office. **DO NOT** click to accept if asked to during the grant process, but contact your CME staff contact immediately at the number listed below. There could be terms in the agreement in which the Office of General Counsel is not authorized to accept and that will require negotiations. Your CME staff contact will request that you email or fax a copy of the LOA for review. Even though you completed an on-line educational grant, you will be required to supply a copy of the LOA for the UC CME Office's review/approval and signature.

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

One of the three conditions must be met:

1. Letter of Agreement has been fully executed.
2. Letter of Agreement is in the Office of General Counsel for review/signature.
3. Letter from the commercial supporter has been sent to the CME office stating that the commercial supporter will support the activity and that a Letter of Agreement is forthcoming.

Please note: LOAs must be submitted to the CME Office no later than 14 business days prior to the educational activity. LOAs submitted on the 14th business day prior to the educational activity are considered a RUSH, and an additional \$50.00 fee will be assessed. LOAs submitted after the 14th business day deadline, cannot be guaranteed for timely processing. In order for the CME Office to process your LOA, you must attach a copy of the grant request and budget. The ACCME Standards for Commercial Support state LOAs must be fully executed prior to the educational activity.

University of Cincinnati CME Office Contact Information

Susan P. Tyler	CME Director	tylersn@uc.edu	(513) 558-3132
Brandon Armstrong	Regularly Scheduled Series	armstrbo@uc.edu	(513) 558-7399
Barb Forney	Live & Enduring Activities	forneyba@uc.edu	(513) 558-3197
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