

CENTER FOR CONTINUOUS PROFESSIONAL DEVELOPMENT CONTINUING MEDICAL EDUCATION (CCPD/CME)

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.

Your Letter of Agreement (LOA) for a CME activity must be processed for official acceptance by the UC Associate Dean of Continuing Medical Education (Jackie Knapke), or another individual authorized by the UC Office of General Counsel. If an activity includes LOAs, please submit a copy of the grant request and proposed budget to the CCPD/CME via your CME program manager.

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 Integrity and Independence in Accredited Continuing Education require that the Letter of Agreement (LOA) contain the following information:

- Name of the commercial supporter (for grants, sponsorships, and in-kind support)
- 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

ACCME STANDARDS FOR INTEGRITY AND INDEPENDENCE IN ACCREDITED CONTINUING EDUCATION RELATED TO LETTERS OF AGREEMENT (STANDARDS 4.2 – 4.4)

- The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider.
- The agreement must be fully executed prior to the start of the accredited education.

- An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.
- The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.
- The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies' corporate or product logos, trade names, or product group messages.

UNIVERSITY OF CINCINNATI OFFICE OF GENERAL COUNSEL REQUIREMENTS

- The CCPD/CME has approved LOA templates if needed. 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 it to the CCPD/CME.
- If the supporter's LOA is used, no one should sign until after the UC CCPD/CME Associate Dean or another individual authorized by the UC Office of General Counsel has reviewed and signed.
- Please provide the commercial supporter's contact information (name, phone, email, and mailing address).

WHICH AGREEMENT SHOULD BE SIGNED...THE UNIVERSITY OF CINCINNATI'S AGREEMENT OR THE COMMERCIAL SUPPORTER'S AGREEMENT?

The UC CCPD/CME Associate Dean 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 CCPD/CME Associate Dean 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 CCPD/CME Associate Dean or another 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 CCPD/CME Associate Dean, Jackie Knapke, PhD. The University of Cincinnati CCPD/CME must review all LOAs to ensure compliance with the ACCME Standards for Integrity and Independence 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 CCPD/CME. **DO NOT** click to accept if asked to during the grant process but contact your CME staff immediately at the number or email 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 a copy of the LOA for review prior to final execution. Even though you submitted an on-line educational grant, you will be required to supply a copy of the LOA for the UC CCPD/CME to review, approve, and sign.

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 CCPD/CME stating that the commercial supporter will support the activity and that a Letter of Agreement is forthcoming.

PLEASE NOTE:

The CCPD/CME charges internal partners a \$100 fee (total for multiple LOAs, not \$100 per LOA) for the negotiation and execution of LOAs. LOAs submitted less than two weeks prior to the educational activity are considered a RUSH, and an additional \$50.00 fee will be assessed. LOAs submitted after the two-week deadline cannot be guaranteed for timely processing. For the CCPD/CME to process your LOA, you must attach a copy of the letter of request (if applicable), grant request (proposal), and budget. As a reminder, the ACCME Standards for Integrity and Independence state that LOAs must be fully executed prior to the educational activity.

UNIVERSITY OF CINCINNATI CCPD/CME CONTACT INFORMATION

Jackie Knapke	CCPD/CME Associate Dean	jackie.knapke@uc.edu	(513) 558-3132
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