



## **Guidelines for Educational Grant Request and Letters of Agreement**

The steps and requirements below **must** be followed when completing educational grant request for the Medical University of South Carolina CME activities.

In order for your Letter of Agreement to be processed you must attach a copy of your completed grant request and proposed activity budget before submitting to the Office of CME. After review of the grant request and budget the Letter of Agreement will be forwarded to the Office of General Counsel for review and signature. Please see NOTE at the bottom of this page regarding policy on deadline for submission of Letters of Agreement to the Office of CME prior to the educational activity.

### **Who is the CME Provider?**

The official accredited provider is the **Medical University of South Carolina**.

### **Who is the Educational Partner?**

When the Medical University of South Carolina works with an organization that is not affiliated with the Medical University of South Carolina, then the organization (educational partner/joint sponsor) must be listed as "Educational Partner or Joint Sponsor". The activity is directly sponsored 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 requires the Letter of Agreement (LOA) contain the following information;

- Name of the commercial supporter (pharma, medical device or other healthcare companies)
- Medical University of South Carolina listed as the accredited provider (not the individual department/division presenting the educational activity)
- Name and date of the activity
- Name of the educational partner and signature (*if applicable*)
- Dollar Amount of Educational Grant or In-Kind support

### **ACCME Standards for Commercial Support**

- 3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.
- 3.4 The terms, conditions, and purposes of the commercial support must be documented in 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 sponsor.
- 3.5 The written agreement must specify the commercial interest that is the source of commercial support.
- 3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.
- 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.
- 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.

### **Medical University of South Carolina Office of General Counsel Requirements**

- If using the Medical University of South Carolina LOA, the LOA must be signed by the course director and educational partner, if applicable, before submitting to the Office of CME
- If the LOA includes an educational partner please submit **3** copies of the LOA. Educational partners must sign LOA before submitting LOA to the Office of CME
- Please include commercial supporters contact information (name, phone, email, fax and mailing address)

### **Which agreement should be signed.... the Medical University of South Carolina or the Commercial Supporters?**

The Medical University of South Carolina Office of General Counsel will review and sign off on the commercial supporter's agreement if the LOA meets the Medical University of South Carolina Office of General Counsel grants and contracts standards.

### **Who is authorized to sign Letters of Agreement for the Medical University of South Carolina CME activities?**

Letters of Agreement can only be signed by the Medical University of South Carolina **Office of General Counsel and the designee of the Office of Continuing Medical Education**. To ensure compliance with the ACCME Standards for Commercial Support. Office of CME pre-reviews all LOA's before forwarding to the Office of General Counsel for approval and signature.

**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 approval** of the Medical University of South Carolina Office of CME. During the grant process if you are asked to “click accept” DO NOT CLICK ACCEPT but contact me immediately at the number listed below. There could be terms in the agreement/LOA in which the Office of General Counsel is not authorized to accept and will require negotiations. I will request that you email or fax a copy of the LOA to me for my review. Even though you completed an on-line educational grant you will be required to supply a copy of the LOA (the terms that you clicked “accept”) for the Office of General Counsel review/approval and signature.

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

The LOA must be **fully executed** by the Medical University of South Carolina Office of General Counsel **prior to** being announced on promotional materials and the activity.

**Please note:**

**The Office of CME has set a policy in place that LOA’s must be submitted to the Office of CME no later than 7 business days prior to the educational activity. LOA submitted after the 7 business day deadline will not be accepted for processing. Please note LOA’s submitted at the 7 business day period deadline is considered a RUSH and therefore a RUSH fee of an additional \$50.00 will be accessed.**