WMed CE Office

Grant Worksheet for a Jointly Provided Activity

Budget: Your organization is financially responsible for any expenses not covered in the budget / grant funding. Due to the nature of educational grants, commercial companies will not provide additional funding after the program if the expenses exceed the grant amount.

Grant Requirements: Your organization is responsible for obtaining required information for grant requests, such as educational objectives and speaker qualifications. Most commercial companies do not allow their sales reps to contact speakers for information regarding grant requests. This is due to the need to separate their promotional activities from educational activities in accordance with PhRMA guidelines and OIG guidelines.

Honorarium: Honorarium amounts are not determined by the commercial company, the speaker should be able to communicate what their fees are. Guidelines are available from the CME Department.

## Joint Providership Accounting Fee:

**Fee is applicable when WMed submits the grant request and receives funding. The fee offsets the cost of tracking the funding through our accounting system and time spent by the CE Office and the finance department preparing grant requests and processing payments.**

Activity Information: More information may be required by the commercial company than requested on this form. Please allow enough time for the CE Coordinator to contact you for additional information.

Deadlines: Each commercial company has its own deadline for grant request submissions. Please allow enough time for the CE Coordinator to submit the request and contact you if additional information is needed. The CE Office will not submit requests if the deadline has already passed.

## Definitions

Accrediting Organization: The provider of the CME credits (WMed).

Commercial Company: Pharmaceutical companies or other for-profit commercial companies that provide funding or support. See application policies for a full definition and list of exceptions.

Educational or Non-Accredited Provider: The organization that applied for CME Credit from WMed and that plans (selects speakers, topics, dates, etc.) the activity.

Joint Providers: Upon CME approval, Educational Provider and Accrediting Organization became Joint Providers of the CME activity.

OIG: The Office of Inspector General (OIG) of the Department of Health and Human Services. The OIG implemented guidelines that aim to eliminate improper conduct from the operations of a pharmaceutical manufacturer.

PhRMA: Pharmaceutical Research and Manufacturers of America. PhRMA has guidelines that focus on interactions between healthcare professionals and pharmaceutical reps in relation to the marketing of pharmaceutical products.

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| --- | --- |
| Activity Details | |
| Activity Name |  |
| Lecture Title (for RSS) |  |
| Date |  |
| Location |  |
| Lecture Overview |  |
| Statement of Educational Need |  |
| Learning Objectives |  |
| Speaker’s Instructional Methods |  |
| Program Agenda (start & stop times) |  |
| Estimated Number of Attendees |  |
| Educational Provider’s TIN |  |
| Amount to Be Requested |  |

|  |  |
| --- | --- |
| Grantor Details | |
| Company Providing Support |  |
| Grant Website URL |  |

|  |  |
| --- | --- |
| Speaker Details (Add lines as needed) | |
| Speaker's Name |  |
| Email Address |  |
| Phone Number |  |

|  |  |  |
| --- | --- | --- |
| Budget Details | | |
| Honorarium | |  |
| Plane Ticket | |  |
| Airport Parking | |  |
| Hotel | |  |
| Hotel Parking | |  |
| Speaker Meals | |  |
| Mileage | |  |
| Taxi/Shuttle | |  |
| Catering at Meeting | |  |
| A/V Equipment | |  |
| Other: |  |  |
| Other: |  |  |
|  | |  |
| SUB TOTAL | | $ |
| CME Joint Providership Accounting Fee | | + $ 200.00 |
|  | |  |
| GRANT REQUEST TOTAL | | $ |

Please email this form to the WMed CE Office ([ce@med.wmich.edu](mailto:ce@med.wmich.edu)) ASAP.