

## Letter of Agreement for Commercial Support

### Received in Support of a CME Activity

All commercial support received for a UTCOM CME activity must be given/received with the full knowledge and approval of the Office of CME at the UTCOM.

**Purpose:** Use this form to document any commercial support received for continuing medical education (CME) activities that were designated for CME credit by the University of Tennessee College of Medicine (UTCOM).

**Definitions:** **Commercial support** is monetary or in-kind contributions (e.g., an educational grant) from a **commercial interest** used to fund all or part of the costs of a CME activity. (A **commercial interest** is an entity that produces, markets, re-sells, or distributes health care goods/services consumed by or used on patients.) **Exceptions by Organization Type:** Hospitals and other providers of clinical service directly to patients are not considered to be commercial interests. **Exceptions by Income Type:** Commercial exhibits and advertisements are promotional activities and not continuing medical education, so monies paid by commercial interests for these promotional activities are not considered commercial support.

**Instructions:** Complete this letter of agreement for each disbursement of commercial support received for this CME activity, and have it signed and provide it to the Office of CME prior to the activity (notify the Office of CME if it is not possible to get the letter of agreement signed prior to the activity). Complete this form as soon as a commercial interest has agreed to provide commercial support for your CME activity. Save this form to your computer and enter the requested information and responses. Once completed, have it signed by the commercial interest (and joint sponsor if applicable), and then scan & email it to the Office of CME that designated your CME activity for credit:

**Chattanooga Office of CME**  
 960 East Third Street, Suite 104  
 Chattanooga, TN 37403  
 Tel: (423) 778-6884

**Knoxville Office of CME**  
 1924 Alcoa Hwy, D-116  
 Knoxville, TN 37920  
 Tel: (865) 305-9190

**Memphis Office of CME**  
 910 Madison Avenue, suite 1031  
 Memphis, TN 38163  
 Tel: (901) 448-5128

#### CME ACTIVITY INFORMATION

**Activity Title:**

Date(s) & Time(s):

Host Organization:

Activity Location:

#### COMMERCIAL SUPPORT INFORMATION

**Name of Commercial Interest Providing Support:**

**Amount of Educational Grant: \$**

**Designated Use of Grant:**

- Speaker Honoraria
- Speaker Expenses, specify:
- Meeting Expenses, specify:
- Other, specify:

## TERMS, CONDITIONS & PURPOSES

### Appropriate Use of Commercial Support

- 1) The UTCOM will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
- 2) All commercial support associated with this activity will be given with the full knowledge and approval of the UTCOM.
- 3) Arrangements for commercial exhibits or advertisements may not influence planning, interfere with the presentation, or be a condition of the provision of commercial support for CME activities.

### Independence of the Activity

- 4) This activity is for scientific and educational purposes and will not promote the business interest of the Commercial Interest.
- 5) The following aspects of your CME activity must be free from control of a Commercial Interest: (a) identification of your audience's educational needs, (b) determination of educational objectives, (c) selection and presentation of content, (d) selection of all persons and organizations that will be in a position to control the content of the CME, (e) selection of the educational methods, and (f) evaluation of the activity (EA 2-7 & 2-8; SCS 1.1). The Commercial Interest may not be the agent providing the CME activity to the learners.
- 6) The Commercial Interest may not require the UTCOM to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
- 7) Expenses for social events or meals planned in conjunction with CME activities may not be paid directly from a Commercial Interest (UTCOM/Erlanger policy).

### Commercial Promotion

- 8) Arrangements for commercial exhibits or advertisements may not influence planning, interfere with the presentation, or be a condition of the provision of commercial support for CME activities. (SCS 4.1)
- 9) Promotional exhibits/activities/interactions, advertisements, and promotional materials are prohibited in the educational space immediately before, during, and after a CME activity. (SCS 3.9)
- 10) 'Commercial breaks' are prohibited.
- 11) Educational materials that are part of a CME activity such as handouts, abstracts & slides may not contain any advertising, trade name, or product-group messages. (SCS 4.3)
- 12) Printed advertisements and promotional materials may not be interleaved within the pages of the CME content, but they may face the first or last pages of printed CME content as long as these materials are not related to the CME content they face and are not paid for by the commercial supporters of this activity. (SCS: 4.2)
- 13) Schedules, content descriptions, and other information that is not directly related to the transfer of education to the learner may include advertisements and/or product-promotion messages. (SCS 4.4)
- 14) A commercial interest may not serve as the agent providing a CME activity to learners (e.g., arranging for electronic access to CME activities or distributing self-study CME activities). (SCS 4.5)

### Commercial Support Designations for Individuals

- 15) Payments to teachers or authors for honoraria and/or reimbursement of out-of-pocket expenses may not be made directly from a commercial interest; such payments must be paid directly from the UTCOM or joint provider organization (SCS 3.8).
- 16) Commercial support may be used to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers for the CME activity, but it may not be used to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants for the CME activity (SCS 3.12).
- 17) If teachers or authors facilitate or conduct a presentation or session but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only (SCS 3.10).
- 18) No other payment shall be given to the Activity Medical Director, Activity Coordinator, or any other individuals involved with the supported activity. (SCS 3.9)

### Disclosure

- 19) The source (company name) and nature (financial vs. in-kind) of all commercial support must be disclosed to learners in writing prior to the beginning of the educational activity (SCS 6.3 & 6.5); the best place to do this is in the program materials. Disclosure of commercial support must never include the use of a trade name or a product-group message (SCS 6.4).

## AGREEMENT

### COMMERCIAL INTEREST PROVIDING COMMERCIAL SUPPORT:

Organization: [REDACTED]

Tax ID Number: [REDACTED]

Contact Name: [REDACTED] Email: [REDACTED]

*I understand that the UT College of Medicine is committed to ensuring balance, objectivity, scientific rigor, and freedom from commercial bias in all educational programs, and that the policies outlined in this letter of agreement for commercial support work toward that goal. By signing below, I attest that I have read the policies in this letter of agreement and agree to comply with them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### JOINT SPONSOR OR EDUCATIONAL PARTNER (IF APPLICABLE):

Organization: [REDACTED]

Tax ID Number: [REDACTED]

Contact Name: [REDACTED] Email: [REDACTED]

*I understand that the UT College of Medicine is committed to ensuring balance, objectivity, scientific rigor, and freedom from commercial bias in all educational programs, and that the policies outlined in this letter of agreement for commercial support work toward that goal. By signing below, I attest that I have read the policies in this letter of agreement and agree to comply with them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ACCREDITED CME PROVIDER:

Organization: University of Tennessee College of Medicine Chattanooga

Contact: Robert C. Fore, EdD Email: robert.fore@erlangers.org Phone: (423) 778-6884

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_