



LETTER OF AGREEMENT

The University of Alabama School of Medicine is committed to presenting continuing medical education (CME) activities that promote quality in healthcare and are independent of the control of commercial interests¹. As part of this commitment, the University of Alabama School of Medicine has outlined in this written agreement the terms, conditions, and purposes of commercial support² for its directly and jointly sponsored CME activities.

Title of CME Activity: _____

Activity Location: _____ Activity Date(s): _____

Name of Commercial Interest: _____

Total amount of educational grant to be paid to the CME provider of record: \$ _____

Monetary activity support (approximate amounts where applicable):

Content Development	Faculty Fees	Program Expenses	Management Fees	CME Fees
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

In-kind activity support and estimated value:

Food \$ _____ Durable equipment \$ _____

Facilities/Space \$ _____ Disposable supplies (non-biologic) \$ _____

Animal parts or tissue \$ _____ Human parts or tissue \$ _____

Other: _____ \$ _____

Terms, Conditions, and Purposes

Independence

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Accredited Provider is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

Appropriate Use of Commercial Support

3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Interest will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will upon request, furnish the Commercial Interest documentation detailing the receipt and expenditure of the commercial support.

Commercial Promotion

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial interests may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Interest may not be the agent providing the CME activities to the learners.

Disclosure

9. The Accredited Provider will ensure that the source of support from the Commercial Interest, either direct or in-kind is disclosed to the participants, in program brochures, syllabi, and other program materials, at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product promotional in nature.

The Commercial Interest and the University of Alabama School of Medicine agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) **Standards for Commercial Support**.

Accredited Provider: University of Alabama School of Medicine, Division of Continuing Medical Education

Tax ID Number: 63-6005396 Address: VH L200, 0019
Contact Person: _____ Phone Number: (205) 934-2687
Email Address: _____ Fax Number: (205) 934-1939

Educational Partner: _____
(if applicable)

Contact Person: _____ Email Address: _____
Address: _____ Phone Number: _____
City / State / Zip: _____ Fax Number: _____
Tax ID (if external to UAB): _____

Commercial Interest: _____

Contact Person: _____ Email Address: _____
Address: _____ Phone Number: _____
City / State / Zip: _____ Fax Number: _____
Tax ID : _____

Agreed by Authorized Representatives

Commercial Interest

Accredited Provider (Acknowledgement Only)

Signature Date

Signature Date

Print Name

Print Name

Title

Title

**The Board of Trustees for the University of Alabama
on behalf of the University of Alabama at Birmingham**

Educational Partner (if applicable)

Signature Date

Signature Date

Print Name

Print Name

Title

Title

¹ A commercial interest is defined as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.

² Commercial support is defined as financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CME activity.