Northwestern University Feinberg School of Medicine

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Thank you for expressing interest in conducting a Continuing Medical Education (CME) activity. All applications submitted for *AMA PRA Category 1 Credit™* are reviewed by the CME Review Committee, which meets the first week of each month. Applications must be complete, with all addendums attached, for the application to be reviewed. It is strongly suggested that applications be submitted at least *six months* in advance of the activity date.

Applications will NOT be considered for review or approval if:

* received later than three months in advance of the activity.
* if any promotional materials have been distributed.
* if industry grants have been submitted or received prior to approval.

Schedule of CME review meetings and deadlines can be found here: <https://northwestern.cloud-cme.com/aph.aspx?P=1200>

The CME application submission and review process:

1. **Application**
   1. The online CME application is found here: [www.cme.northwestern.edu](http://www.cme.northwestern.edu)

* From the CME homepage choose, “CME Application” located on the middle picture.
* Click on “New Application” to begin.
* You may close out of the application and return to make edits at any time as long as you fill out all the required (red boxed) questions in that section.
* Hit “Save and Continue” at the end of each section to proceed to the next section.
* Once finished with application, click the “Submit to Review” button on your application screen. All planning committee disclosures must be filled out online to be able to submit application. (See details below under Disclosure).
* For Course Directors, Division Chief and Department Chair signatures, add them as Planning Committee members. They will be able to review the application and then sign under Support & Attestation.

1. **Budget Estimate** 
   1. Attach the Budget Estimate Excel Spreadsheet to the application under “Files – upload/download”. (Budget template NOT needed for Regularly Scheduled Series unless you are requesting external funding).
   2. The Budget Estimate Excel Spreadsheet template can be found here: <https://northwestern.cloud-cme.com/aph.aspx?P=1200>
2. **Disclosure** 
   1. Disclosure forms are completed directly online for all course director, planning committee members, moderators, panelist and presenters.
   2. After including the course director and planning committee members on the application, each will receive an automated email requesting him/her to fill out an online disclosure form unless they have a disclosure on the system already. These can be reviewed under the Planners and Faculty tab of the application. If there is a disclosure on file, there will be a link next to their name in this tab.
   3. If there is conflict of interest listed on the disclosure form:

* For planners and course director, an email will be sent to them requesting they attest that they will not plan any content related to their financial relationship.
* For presenters, the course director or a member of the planning committee must peer review the presentation and complete a Content Validation Form.

1. **Faculty List**
   1. Attach the Faculty List to the application under “Files – upload/download”
   2. A template of the Faculty List can be found here: <https://northwestern.cloud-cme.com/aph.aspx?P=1200>
   3. Must fill out all rows on the Faculty List.
   4. To view disclosures online prior to submitting an application, the course coordinator must request access to review disclosure reports from the Office of CME. Directions on how to view disclosures online can be found starting on slide #31 in the “CME Bootcamp: Cloud CME for Conference Course Coordinators” powerpoint under the Planner Tab: <https://northwestern.cloud-cme.com/aph.aspx?P=1200>
   5. Honoraria amount: Northwestern Office of CME policy states that speakers may be paid up to $3000 for participating in the content of an educational activity. If speaker is receiving more than that amount, justification must be sent prior to the activity.
2. **Activity Agenda**
   1. Attach the activity agenda to the application under “Files – upload/download”
   2. The agenda should include:
      1. Title/topic of presentation
      2. Speaker(s)’ name(s)
      3. Start time and end time for each presentation
3. **CME application & administrative fees** 
   1. The CME application and administrative fees will be invoiced at the time of application approval.
   2. The CME Fee structure may be found here: <https://northwestern.cloud-cme.com/aph.aspx?P=1200>

All CME educational activities must be developed and presented in compliance with the Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements, the requirements of the American Medical Association (AMA) Physician Recognition Award (PRA) program, the Feinberg School of Medicine’s policies, and Office of CME’s procedures. Specific responsibilities include:

* 1. Developing activities that conform to the AMA’s definition of CME: [Click here for additional information from the AMA.](https://www.ama-assn.org/sites/default/files/media-browser/public/cme/pra-booklet_0.pdf)

CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine and the provision of health care to the public. (HOD policy #300.988)

* 1. Assuring the content of the activity provides a balanced view of therapeutic options and that all decisions are made free of the control of commercial interests.
  2. Selecting course faculty on the basis of their academic educational and clinical credentials.
  3. Conducting all steps of the educational planning process, including but not limited to conducting the needs assessment, identifying the professional practice gap, developing and designing the activity to match the anticipated outcomes, selecting the individuals planning and/or delivering the content, and verifying that faculty are content experts and aware of the course objectives and needs of the audience
  4. Knowing and complying with the ACCME’s Standards for Commercial Interests. <http://www.accme.org/accreditation-rules/standards-for-commercial-support>
  5. Assuring that all budget assumptions and honoraria payments comply with all the Feinberg School of Medicine’s (FSM) policies.
  6. Producing accurate details of the receipt and expenditures of industry support.
  7. Assuring that all presentations and content are free of commercial bias. The ACCME encourages the use of generic names. Any mention of trade or brand names should include all products within a class of pharmaceuticals or devices. In addition, faculty may not promote products, books or publications in which they have a commercial interest.
  8. Identifying and resolving any potential conflict(s) of interest (COI) of individuals involved in planning or presenting the educational content.
  9. Assuring that faculty relationships with industry are disclosed to participants prior to the educational activity.
  10. Assuring that there is no marketing or other sales activity in the room in which the activity is conducted.

Details on ensuring your activity is within compliance and additional information pertaining to each step of the planning process can be found on the follow documents: [**Guidelines for Planning a CME activity**](https://northwestern.cloud-cme.com/aph.aspx?P=1200)and [**Procedures.**](https://northwestern.cloud-cme.com/aph.aspx?P=1200)

Please contact me with any questions.

Sincerely,



Sheryl A. Corey