

MEDCHI

DEPARTMENT OF CONTINUING MEDICAL EDUCATION

CHECKLIST FOR JOINT SPONSORSHIP APPLICANTS

Please use this checklist to review your completed application for Joint Sponsorship prior to submission to MedChi for approval. This checklist is for your use only. Please use the checklist to ensure compliance with timelines when submitting documents prior to and after your activity.

TO APPLY FOR JOINT SPONSORSHIP:

Completed written application with the following required materials (at least 60 days prior to activity):

- A completed copy of pages 1-14 of the Joint Sponsorship Application and all attachments
- \$950 application processing fee
- Purpose and Mission
- Evidence of identified educational gaps with needs assessment
- Proposed evaluation tool
- Learning objectives and content (with minimum of two references per lecture/presentation/workshop)
- Learning methods
- Proposed instructors with bio-sketch/CV
- Draft budget
- Disclosure forms for everyone in control of content (each presenter and planner)
- Draft program outline/schedule/agenda with times clearly indicated

ONCE YOUR ACTIVITY HAS BEEN APPROVED BY MEDCHI

(you will be notified of approval by letter):

- Signed Compliance Agreement
- Draft copy of promotional materials and announcements* (ACCME statement included for Category 1 credits on all announcements and materials; MedChi's name and logo and phrase "jointly sponsored by MedChi" placed prominently on cover of all promotional materials, program and syllabus)
- Confirmation of Compliance with and conflict resolution (if required)
- Copy of any signed Letters of Agreement partnership contracts

*All registration and marketing materials associated with a Joint Sponsorship **MUST** be approved by MedChi prior to use.

- Final** copy of any handouts, slides, power point presentations, text or abstract with appropriate disclosure
- Registration materials
- Proposed sign-in sheet/attendance tracking material
- Final** copy of promotional materials and announcements*
- Final list of presenters/faculty with hospital/medical school affiliations and clinical designation
- Activity fee

TO BE SUBMITTED WITHIN 60 DAYS AFTER ACTIVITY:

- Copy of program book/schedule/agenda
- Final copy of course budget
- Evidence that written disclosure to participants took place
- Copies of each completed evaluation form
- Summarized evaluations
- Copy of registration materials
- Attendance list (please submit this electronically), including list of those receiving CME certificates indicating # of credits claimed
- Copy of any recordings made of the presentation
- List of exhibitors
- MedChi Joint Sponsorship Satisfaction Survey

***All registration and marketing materials associated with a Joint Sponsorship MUST be approved by MedChi prior to use.**