

Budget Template for Jointly Provided or Commercially Supported Activities
(No specific format required)

REVENUE

Registration Fees/Physician	\$ _____ (_____ @ \$ _____)
Registration Fees/Other	\$ _____ (_____ @ \$ _____)
Internal Funds of UM Medical School Unit	\$ _____
Internal Funds of Joint Sponsor	\$ _____
Commercial Support*	\$ _____
Other	\$ _____
TOTAL REVENUE	\$ _____

PROMOTIONAL EXPENSES

Graphic Design	\$ _____
Printing	\$ _____
Postage	\$ _____
Miscellaneous	\$ _____
Total Promotion Expenses	\$ _____

PRODUCTION COSTS

Faculty Honoraria	\$ _____
Faculty Travel	\$ _____
Personnel Expense for meeting management (if not directly paid)	\$ _____
Printing (program books, handouts, etc.)	\$ _____
Audio Visual	\$ _____
Food/Catering	\$ _____
Meeting Supplies	\$ _____
CME Credit Designation & Recording Fees	\$ _____
Other _____	\$ _____
Total Production Expenses	\$ _____

TOTAL ALL EXPENSES

\$ _____

*Revised University Michigan Medical School (UMMS) [policy](#) allows commercial support for continuing medical education (CME) activities provided the required conditions are met. Commercial support is financial or in-kind gifts/contributions given by an [ACCME-defined commercial interest](#) (referred to in the policy as "Industry") used to pay all or part of the costs of an accredited CME activity. All commercial support must be documented with a [written gift agreement](#) and a copy of that agreement must be attached to either the *Application for Designation of AMA PRA Category 1 Credit* or the *Report on a CME Activity* associated with the activity.