



**University of Michigan Medical School
Written Gift Agreement for Commercial Support
of Accredited Continuing Medical Education**

The University of Michigan Medical School (UMMS) is committed to presenting continuing medical education (CME) activities that promote improvements or quality in healthcare, independent of the control of commercial interest. The UMMS has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities.

Commercial Interest:		
Educational Partner(s)(if applicable):		
Activity Title:		
Date of Activity:		
Location:		
Amount of Educational Gift:		
Specify/itemize how funds will be used:		
In-Kind Support: <i>Check the appropriate box(es) and specify what materials will be provided.</i>		None
Durable equipment	Disposable supplies (non-biological)	Human parts or tissue
Facilities/space	Animal parts or tissue	Other

Terms, Conditions, and Purposes

All parties agree to abide by the Accreditation Council for Continuing Medical Education (ACCME) [Standards for Commercial Support](#) and all applicable UM policies, including those related to [Industry Support for Professional and Continuing Education](#), [Honoraria](#), [Vendors](#), and [Travel Guidelines](#).

Definition. Commercial support is defined as financial or in-kind gifts/contributions given by a [commercial interest](#) (i.e., “Industry”) used to pay all or part of the costs of an accredited CME activity.

All support overseen. All commercial support for a CME activity must be given with full knowledge and approval of the UMMS.

Oversight and documentation. All commercial support must be documented in a Written Gift Agreement routed through an institutionally approved oversight unit and signed by individuals with institutional authority. The Michigan Medicine Office of Development has authorized the Office of CME and Lifelong Learning (OCME&LL) to sign such agreements for commercial support for CME activities.

Documented before activities occur. Written Gift Agreements must be fully signed and dated before the first occurrence of an educational activity. (To allow time for processing, submit agreement approval requests to the Office of CME and Lifelong Learning **at least five business days** before the beginning of the CME activity.) **The Office of CME and Lifelong Learning is unable to designate CME credit to educational activities receiving commercial support if the Written Gift Agreements have not been reviewed and approved in advance.**

Independence of content. Industry must have no role in the selection of presenters or educational content, but may specify the funds be used by a specific department or unit, or for a particular event.

Independence of arrangements. Industry cannot directly provide food, drink, honoraria, or travel.

Restriction of Commercial Exhibits. Commercial exhibits are not permitted on or off University of Michigan campuses, except at off-site national meetings and certain approved affiliated entities (check with the [Office of Regulatory Affairs](#) for details). Exhibits from non-commercial interests (e.g. NIH, for-profit hospitals, insurance companies, book publishers, volunteer groups) are permitted.

Disclosing information about commercial support. The source and nature (financial or in-kind) of all commercial support must be shared with participants before the activity begins. This information must never include corporate logos, trade names, or product-group messages of a commercial interest.

Agreed by Authorized Representatives

Accredited Provider (UMMS, via Office of CME and Lifelong Learning)		Commercial Interest	
Signature	Date	Signature	Date
Print Name		Print Name	
Title		Title	
Educational Partner in Requesting/Receiving Funding (if applicable)			
Signature	Date		
Print Name			
Title			



University of Michigan Medical School Guidelines for the Commercial Support of Accredited Continuing Medical Education

The 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. *Although commercial support is commonly referred to as an “Educational Grant,” UMMS processes it as an “educational gift”.* It is referred to as a gift through the remainder of these guidelines.

The following guidance will help faculty planners and others navigate the process. For additional questions, please refer to our [website](#), or contact [Julie ReBeau](#) in the Office of CME and Lifelong Learning.

Requests for Gifts

Requesting funding. Faculty planners or other departmental personnel are responsible for requesting industry funding.

Notification and approval. Arrangements for commercial support can occur before or after the submission of a CME credit application, but the Office of CME and Lifelong Learning must be informed immediately of agreements for commercial support.

Accredited Provider. The UMMS is always listed on the agreement as the Accredited Provider (ACCME Provider ID #0000316; Tax ID: 386006309).

The role of an Educational Partner in commercial support. An Educational Partner is defined as an organization outside the direct administrative control and financial oversight of Michigan Medicine. Examples include:

- Other Schools at the University of Michigan, e.g., School of Pharmacy, School of Engineering
- Groups or organizations external to the University, e.g., specialty societies, non-profit 501(c) organizations
- Companies that help produce and manage CME activities

Restriction of Commercial Exhibits at Educational Events. Commercial exhibits are not permitted on or off University of Michigan campuses, except at **off-site** national meetings and certain approved affiliated entities (check with the Office of Regulatory Affairs for details). Exhibits from non-commercial interests (e.g., NIH, for-profit hospitals, insurance companies, book publishers, volunteer groups) are permitted.

Approval of Gifts

Oversight. All commercial support for a CME activity must be given with full knowledge and approval of UMMS.

Documentation. All commercial support must be documented in a **Written Gift Agreement** routed through an institutionally approved oversight unit and signed by individuals with institutional authority. The Michigan Medicine Office of Development has authorized the Office of CME and Lifelong Learning to review and approve all agreements describing the terms of commercial support for CME activities.

Written Gift Agreement. The standard, approved, written agreement provided by the Office of CME and Lifelong Learning must be used to describe the terms, conditions, and use of all commercial support for continuing medical education. Only one signed agreement per company, per activity, can exist.

Timing. The Written Gift Agreement must be fully signed and dated before the educational activity occurs. To allow time for processing, submit agreement approval requests to Office of CME and Lifelong Learning **at least five business days** before the beginning of the CME activity.

Receipt of Gifts

Timing. Commercial support cannot be received by the department until the Written Gift Agreement is received and approved by the Office of CME and Lifelong Learning.

Payment. Checks should be made payable to *University of Michigan* (Tax ID: 386006309) and should specify the name of the CME activity.

Deposits. Departments should arrange to have funds sent directly to them and deposited into activity accounts.

Disclosing Commercial Support to Participants

At the Start of the Activity. The source and nature of all financial or in-kind commercial support must be shared with participants before the activity begins. This information can never include corporate logos, trade names, or product-group messages of a commercial interest.

In Marketing Materials. Companies should not be listed in advance marketing materials (i.e., brochures, flyers, websites) until the Written Gift Agreement is approved by The Office of Continuing Medical Education and Lifelong Learning. This information can never include corporate logos, trade names, or product-group messages of a commercial interest.

Required Documentation of Commercial Support

Activity Budget. A draft activity budget listing expected commercial support is required along with the application for CME credit. A final activity budget of all income and expenses, including the receipt and expenditure of commercial support, is required as part of the routine post-activity reporting.

Fully Signed written Gift Agreements. Copies of Written Gift Agreements signed by all parties must be submitted to the Office of CME and Lifelong Learning as completed, but not later than 5 days before the activity.

Information about Commercial Support Received. Evidence that the source and nature of commercial support was shared with participants before the activity is required as part of the routine post-activity reporting.