APPLICATION CHECKLIST

Submitter name:

E-mail Address:

Name of Activity

Leadership Tab:

I have entered a course director (this person assumes responsibility for the program content - should be a physician, nurse or pharmacist depending on the target audience).

I have entered all the planners for this activity. Please make sure that a planner is listed for each target audience.

I have listed all the faculty/speakers (for a conference). If this is a regularly scheduled series (RSS), please list the speakers scheduled to date. Please make sure to include a speaker to represent each of the target audience groups.

Activity Development Tab:

Agenda, Location and Educational Format - I have included: a brief description of the activity; the Venue/Room, City and State and indicated if it is in-person, live streamed or an online course; the first session/speaker for my RSS or the full schedule including breaks/lunches/dinners for my conference; any sensitive topics and any topics which might help address VT Licensing requirements. I have answered all the educational format questions.

Budget and Financial Relationships - I have included all information with regards to support from Ineligible and Eligible Companies and answered all the financial questions about my activity. If I am collecting outside funds or tuition, I will upload the Income and Expense Sheet. I understand I need to submit a final income and expense report once the activity has concluded (if applicable). If I am not the financial representative for this program, I have included the contact information for the person who is.

Practice Gap and Educational Need - I have completed all this information and uploaded evidence to support my gap. For RSS programs, please select a gap for your program as a whole, not for one presentation.

Target Audience - I have checked all the credit types for which I am applying, and I have indicated if the program is open to the pubic or limited to certain participants.

Competencies and Barriers - I have selected all the applicable competencies and barriers; included information on what outcomes will be measured: Learner/Team Competence, Learner/Team Performance, Patient Health, Community/Population Health and Learner Knowledge. I have uploaded information on how I plan to measure this 1-2 months after the activity ends.

Stakeholders and Joint Providership - I have indicated if there are any internal or external stakeholders. I have included my information about my hospital/ organization.

Supporting
Documentation Tab:

Announcement/brochure and/or any marketing pieces that mention credit are attached.

Support Letter of Agreement for any funds collected from ineligible companies to support your program (if applicable).

Disclosure Mitigation Form is attached (if applicable) - for any planner, faculty/ speaker who indicated a financial relationship with an ineligible company. To find this information, please check on the leadership tab, under their name and click on financial disclosure to view.

Gap Documentation - Evidence of what you listed as your gap.

Planning Committee Minutes Form is completed, signed and attached.

The content for this activity has been validated and I have uploaded the completed and signed Course Director Attestation form.

Monitoring Form completed for your first session for RSS. For conferences, please upload a Conference Disclosure Form.

Additional Information - budget, income/expense, how you plan to measure the success your activity had on skills/strategy, performance and/or patient outcomes.

Preview, Finalize and Submit!

Important Information:

Please note that applications are due 30 days prior to the start of the activity. If it is not within that deadline, but within 10 business days of the activity, there will be a rush fee of $500. Applications received less than 10 business days will not be considered. We suggest you start at least 45 days prior to allow enough time for faculty to complete their financial disclosures.

All forms required can be located at https://med.uvm.edu/cme/grand-rounds/forms

All learners who wish to receive credit must do so in their MyCredits account within 30 days after the activity ends.