

## Instructions for Maintaining the File – CME Application / Activity Record

There are several documents that need to be uploaded in the file on a regular basis to keep it up-to-date:

- 1) Speaker Disclosure Forms, which also includes:
  - a. Conflict of Interest Resolution Forms (if needed)
  - b. Evidence of how disclosure was made to the learners
    - i. If by slide – copy of the slide
    - ii. If listed on flyer – copy of the flyer
    - iii. If listed on the sign-in sheet – a copy of the sign-in sheet
    - iv. If posted – copy of what was posted
- 2) Publicity (Weekly flyers, etc.)
- 3) Commercial Support Information (if applicable) with Fully-executed (all required signatures) Letters of Agreement

Step-by-Step Instructions with Screen Shots:

1. **Log in** to the application/file website dashboard with your BlazerID and Password  
<http://www.cme.uab.edu/application>

The screenshot shows the login interface for the CME Sponsorship and Credit Designation Online Application. At the top left is the UAB School of Medicine logo and the text 'Division of Continuing Medical Education'. At the top right are links for 'Applications Home', 'CME Home', and 'UAB Home', along with contact information: 'Need Assistance? [cme@uab.edu](mailto:cme@uab.edu) or (205) 934-2687'. The main heading is 'CME Sponsorship and Credit Designation Online Application'. Below this is a section titled 'Sign In Required' with the instruction: 'To access the application system, please sign in below with your BlazerID or XIAS username and password. If you do not have either of these, please contact the CME Office.' There are two input fields: 'Username: \*' with the text 'pclark' and 'Password: \*' with masked characters. A 'Login' button is positioned below the password field. At the bottom, there is a link: 'Forgot your BlazerID password? [Click here.](#)'

- Once logged in, you should automatically be on the “**Dashboard**” tab at the top of the page
  - You should see the list of activities for which you are responsible

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Applications Home | CME Home | UAB Home  
Need Assistance? [cme@uab.edu](mailto:cme@uab.edu) or (205) 934-2687

Logged in as: **Pamela S Clark** Logout

## Your Applications Dashboard

Dashboard Attendance Documents Library Help

Welcome to your applications dashboard! CME applications that you are currently working on or have recently submitted are listed in chronological order. To start a new application, click on the plus icon below.

Start a new application

Date Created	Application #	Activity Title	Status
06/29/2016	RSS-161459	2016-2017 Radiology Noon Conference	CME Reviewing
06/27/2016	RSS-161457	Cardiovascular Imaging 2016-2017	Not Submitted <a href="#">Edit Application</a>
06/13/2016	RSS-161446	Montgomery Grand Rounds 2016-17	Submitted
06/10/2016	RSS-161438	Multidisciplinary Tumor Board	Submitted
05/19/2016	LIVE-161425	2016 SGIM Midwest Regional Meeting	Needs More Information <a href="#">Edit Application</a>

- Click on “**Edit Application**” on the right hand side of the screen

10/01/2015	RSS-151284	Medical Grand Rounds	Certified	<a href="#">Edit Application</a>
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Once your application has been **CERTIFIED**, it becomes the activity file

1) To upload Speaker Disclosure Forms – Add to file **BEFORE** each session begins

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## Step 7 - Disclosure Compliance

[Application](#) | [Dashboard](#) | [Attendance](#) | [Documents Library](#) | [Help](#)

**You are working on activity:** RSS-151284 Medical Grand Rounds

### Financial Disclosure - Speaker(s), Moderator(s), Panelist(s), Etc (C7)

All individuals who are in the position to influence or control the content of this activity are REQUIRED by the ACCME to complete a [Financial Disclosure Form](#). The disclosure form is intended to identify all conflicts of interest BEFORE the educational activity is delivered to learners. If a potential conflict is identified, the planning committee should work to resolve the conflict by peer review. A summary of the findings and resolution should be documented by the submission of a [Conflict of Interest Resolution Form](#) signed by the course director. Disclosure and conflict resolution should occur prior to the start of the activity.

**How will the disclosed financial relationships or the lack thereof, be communicated to your audience? \***

Mandatory Slide 2 - Disclosure Summary to be approved by the CME Division before the beginning of the activity (required)

In materials distributed to participants as part of the course syllabus

In promotional materials

Other

**Financial Disclosures: \***

Click 'Add Financial Disclosure' to add a financial disclosure form to this activity. You can modify or remove entries once they've been created.

[Add Financial Disclosure](#)

Session Date	Name	Degree	Organization		
09/30/2015	Augustine Choi	MD	UAB	<a href="#">Delete</a>	<a href="#">Edit</a>
11/04/2015	Oluseun Alli	MD	UAB	<a href="#">Delete</a>	<a href="#">Edit</a>
07/22/2015	David Randall	MD	UAB	<a href="#">Delete</a>	<a href="#">Edit</a>

Please complete all steps above in order to submit.

[Submit Final Copy](#)

You will be asked to CHOOSE from a drop down menu the **date** you are entering. (This is based on the dates you entered when you completed the application.)

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Logged in as: Pamela S Clark Logout

## Step 7 - Disclosure Compliance

Application | Dashboard | Documents Library | Help

### Add Financial Disclosure

List each individual speaker, moderator, or panelist. Please attach the [Financial Disclosure Form](#) for each. If planning committee members serve in multiple roles, the disclosure submitted in the Content Development step will suffice.

**Activity Session Date:**  
07/01/2015

**Name: \***

**Degree: \***

**Organization: \***

**Attach Financial Disclosure Form: \***  
[Drag a file to upload]  
Browse... No file selected.  
Upload file

**If needed, attach Conflict of Interest Resolution Form:**  
[Drag a file to upload]  
Browse... No file selected.

Please complete all steps above in order to submit.  
**Submit Final Copy**

Uploaded here

If any COMMERCIAL affiliations are disclosed on the disclosure form, a resolution must be performed. You will complete that process by using a Conflict of Interest Resolution Form (found in the "Documents Library" tab). The form needs to be completed and signed by the activity director, or if the activity director is the one with the potential conflict, it needs to be completed and signed by the Department/Division Chair and uploaded **HERE**. If there are any questions about potential conflict, please contact your CME Specialist. **(NOTE: Conflict of Interest Resolution must be completed before the speaker is allowed to present.)**

2) Activity Publicity - Another document you will need to add to the file is your activity publicity (brochure, flyer, etc.) - Click "Activity Sessions" to **add the publicity**.

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## Step 3 - Activity Sessions

Application Dashboard Attendance Documents Library Help

You are working on activity: RSS-151284 Medical Grand Rounds

### Sessions/Dates Associated with Application \*

Click 'Add Activity Session' to add an activity session to this application. Please preview the following session dates. You can modify or remove entries once they've been created.

Add Activity Session Delete All Activity Sessions

Session Date	Start Time	End Time	Financial Disclosures	Promotions
07/01/2015	12:00 PM		<a href="#">View</a>	<a href="#">View</a> <a href="#">i</a> <a href="#">Delete</a> <a href="#">Edit</a>
07/08/2015	12:00 PM		<a href="#">View</a>	<a href="#">View</a> <a href="#">i</a> <a href="#">Delete</a> <a href="#">Edit</a>
07/15/2015	12:00 PM		<a href="#">View</a>	<a href="#">View</a> <a href="#">i</a> <a href="#">Delete</a> <a href="#">Edit</a>
07/22/2015	12:00 PM		<a href="#">View</a>	<a href="#">View</a> <a href="#">i</a> <a href="#">Delete</a> <a href="#">Edit</a>
07/29/2015	12:00 PM		<a href="#">View</a>	<a href="#">View</a> <a href="#">i</a> <a href="#">Delete</a> <a href="#">Edit</a>

NOTE: This is also the screen to add session dates. **Let your CME specialist know if you add any dates.**

## Step 3 - Activity Sessions

Application Dashboard Attendance Documents Library Help

### Edit Activity Session

Activity Date: \*  
07/01/2015

All sessions after July 1st of each year must be submitted as a new application for the following CME certification period.

Start Time: \*  
12:00 PM

End Time: \*  
5:00 AM

Session Title:

Session Location:

Attach the Promotional Material:

[Drag a file to upload]

[Browse...](#) No file selected.

[Upload file](#)

[Save](#)

Please complete all steps above in order to submit.

[Submit Final Copy](#)

3) Funding – If your activity receives any commercial funds, outside non-commercial funds or exhibits to run the activity, this will also need to be recorded in the file. Click on #8. “Funding” to upload this information:

## Step 8 - Funding

Application | Dashboard | Attendance | Documents Library | Help

You are working on activity: RSS-151284 Medical Grand Rounds

### Commercial Support (C8, C9, C10)

Will this CME activity receive commercial support? \*

No  
 Yes

### Non-Commercial Support (Foundations or "non-profit" organizations)

Will this CME activity receive financial or in-kind support from non-commercial organizations? (e.g. corporations, foundations, not-for-profit organizations, etc.) \*

No  
 Yes

### Exhibits

Will exhibits be a part of this activity? \*

No  
 Yes

Save and Continue

**Application Steps**

1. Activity Name & Type ✓
2. Activity Host ✓
3. Activity Detail ✓
  - Activity Sessions
4. Content Development ✓
5. Needs Assessment ✓
6. Learning Objectives ✓
  - Educational Design ✓
  - Eval and Outcomes ✓
7. Disclosure Compliance ✓
  - Activity Sessions
- 8. Funding** ✓
  - Commercial Support** ✓
  - Non-Commercial Support** ✓
  - Exhibitors** ✓
9. Payment
10. Add Optional Note

If any of these were answered “Yes”, you will need to record the supporters here and upload “Letters of Agreement” from each funding source. For Exhibits, you will need to upload completed Exhibitor Agreements (located in the “Documents Library”)



## Step 8 - Commercial Support

Application
Dashboard
Attendance
Documents Library
Help

**You are working on activity: RSS-151284 Medical Grand Rounds**

### Commercial Support (C8, C9, C10)

Commercial support is financial or in-kind grants or donations from a company such as a pharmaceutical, medical device manufacturer or a "for profit" therapeutic interest. Exhibit fees are not considered commercial support.

The University of Alabama School of Medicine is committed to sponsoring CME activities that promote improvements or quality in healthcare and are independent of the control of commercial interests.

**In order to comply with ACCME and School of Medicine policy, a fully-executed Letter of Agreement must be completed prior to the beginning of the activity. A UAB Letter of Agreement sample template can be found by [clicking here](#).**

**How will the acknowledgement of commercial support or lack thereof, be presented to the audience? \***

- On a poster at the registration desk before the live CME activity begins
- On a slide that will be projected before the live CME activity beings
- In materials distributed to participants as part of the course syllabus
- In promotional materials
- On internet website (provide link)
- Other

**Commercial Support: \***

🔔 No commercial support listed

Please complete all steps above in order to submit.

All commercial funding should be acknowledged to the learners. *“This activity is supported by an unrestricted educational grant from \_\_\_\_\_.”* (NOTE: Commercial Support must be received in the form of an unrestricted educational grant and not to directly pay a speaker.)

## Step 8 - Exhibitors

Application
Dashboard
Attendance
Documents Library
Help

**You are working on activity: RSS-151284 Medical Grand Rounds**

### Exhibits

Commercial exhibits and advertisements are promotional activities and not continuing medical education. Therefore, monies paid by commercial interests to providers for these promotional activities are not considered to be commercial support. **The CME provider must maintain a separation of promotion from education.**

Please ensure the submission of a completed [Exhibitor Agreement](#) for each exhibitor at the activity. Attach all agreements as one PDF below.

**What is the exhibitor fee? \***

\$

**Exhibitor Agreements:**

[Drag a file to upload]

No file selected.

Completed exhibit forms for each exhibitor must be sent to your CME Specialist.

**If you have any questions or problems, please contact Pam Clark, [pclark@uab.edu](mailto:pclark@uab.edu) / 934-7014, or your CME Specialist.**