

RENEWAL CHECKLIST

| for RSS activities |

YOU WILL NEED | Access to eCME
Flyer/Brochure
Evaluation Instrument
Disclosure Form(s)
Post Activity Report pdf (*from last year's series*)
Post Activity Report Table (*from last year's series*)
Post Activity Report Narrative (*from last year's series*)
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Conflict of Interest (COI) Resolution letter (if applicable)
Joint Provider Letter of Agreement (if applicable)
Grant letter (if applicable)
References (if applicable)

STEPS | 1) Create a proposal in eCME
Log into eCME > Click "My Proposal" > Find your activity's title > Click "Renew" > Complete all of the tabs and sub tabs

eCME will automatically extract the information from the old proposal and place it into the renewal. Be sure to review the content under "Administration" and "Program Information" and tailor it to the *new* year's series.

2) Under the "Attachments" tab, be sure to upload the following attachments:

Flyer/Brochure (should include all speakers, their name, topic, global objectives, date of session, and location)

Blank Evaluation Instrument Sample

Should reflect the first session that will take place.

Should include the speaker's name, speaker's topic, speaker's objectives, date of session, max credit hours the session is accredited for, and a line for the attendee to list the # of credit hours they are claiming

Disclosure form(s): of all speakers, panelist, moderators, planning committee members, and the Activity Director

Conflict of Interest (COI) Resolution letter: of all persons that reported a relevant financial relationship with a commercial interest. The activity director should complete this.

Post Activity Documents: upload the post activity report pdf, table, narrative summary from the last time you had the activity.

Joint Provider Letter of Agreement (if applicable)

Grant letter (if applicable)

References (if applicable)

3) Click "Submit" twice

NOTES | THIS IS A RENEWAL, SO BE SURE TO UPLOAD THE POST ACTIVITY REPORT (PDF GENERATED BY ECME), POST ACTIVITY REPORT TABLE, AND NARRATIVE SUMMARY AS AN ATTACHMENT TO THE RENEWAL BEFORE YOU SUBMIT IT.

THE CONTENT ON YOUR ATTACHMENTS SHOULD MATCH THE CONTENT WRITTEN ON THE CURRICULAR PLANNER (I.E. THE OBJECTIVES SHOULD BE THE SAME ON THE FLYER/BROCHURE AND EVALUATION INSTRUMENT AS STATED ON THE CURRICULAR PLANNER. THIS REMAINS TRUE FOR OTHER ASPECTS OF THE PAPERWORK (DATES, CREDIT HOURS, AGENDA, ETC.)

IF YOUR ACTIVITY DIRECTOR REPORTS A CONFLICT OF INTEREST ON THEIR DISCLOSURE FORM, THE CHAIR OF THE DEPARTMENT SHOULD COMPLETE THE CONFLICT OF INTEREST RESOLUTION LETTER.