

**Course Approval and Net Income Distribution  
Live Courses, Clinical Preceptorships, PI CME, Live Distance Learning**

<b>Activity Title:</b>		<b>Activity Number:</b>	
<b>Course Director:</b>		<b>Activity Start Date:</b>	
<b>Hospital(s):</b>		<b>Activity End Date:</b>	

**A. Financial Policies**

- i. Offering departments assume financial responsibility for the course.
- ii. Offering Department will pay vendors directly for any expenses incurred prior to the course when course revenue is not available (e.g. hotel security deposits) with the exception of expenses incurred by DCE's marketing staff.
- iii. In an effort to greatly accelerate the distribution of net income to the hospitals, HMS DCE will process course-related invoices and other requests for payment that HMS DCE receives during the 30 day period after the end of the course.
- iv. For June courses: Harvard's fiscal year ends June 30th, so for June courses, HMS DCE will process course-related invoices and other requests for payment that HMS DCE receives by July 7.
- v. Net income for the courses (i.e. revenue less 14% HMS Assessment on gross tuition revenue and hotel commissions, and less course expenses paid by HMS DCE) will be distributed to the departments once the course is closed by HMS DCE. Any invoices for course expenses received after the net income distribution has been made will be the responsibility of the offering department. If there is a deficit at the end of the course, offering departments will be responsible for providing the necessary funds.
- vi. Activity Planning Budget.

*There are two sections to the budget. The first is the Activity Budget that collects information on all financial aspects of the course. The second section is an Honoraria Worksheet to identify who and how much honoraria each individual will receive. The Honoraria Worksheet provides an honoraria total that is incorporated into line 4d (entitled "Honoraria total from Honoraria Worksheet") in the Activity Budget. If any of the honoraria exceed the honoraria guideline provided (per the HMS DCE Honoraria policy), these amounts need to be justified fully in writing in the area after the Honoraria Worksheet for review and possible approval.*

**B. Services Requested of Harvard Medical School Department of Continuing Education**

- Provide (via HMS-DCE faculty and staff) recommendations and guidance (regarding academic and administrative issues, and compliance with ACCME, AMA, and HMS policies)
- Provide (via HMS CME Committee of 30+ physicians) additional academic guidance and ultimate course approval
- Determine/Designate the maximum number of credits to be awarded by the activity
- Maintain records of the course, the course faculty (e.g., faculty financial disclosure forms, resolution of conflict of interest forms, evidence of commercial support disclosures) and the attendees for ACCME audits, hospital audits, and court cases
- Respond to queries from past attendees who need to verify dates of attendance and credits earned over the past six years
- Process/analyze course evaluations and send reports to course directors so they can continuously improve their courses
- Post course on HMS CME website and process registrations prior to the course
- Communication (via phone and e-mail) with registrants from the time they register for the course
- Manage wait list for fully-booked courses
- For Boston Courses – Manage onsite registration during the morning (i.e. through the first break) of the first day of the course
- Send CME certificates (either for CME credit or in the form of a "Certificate of Attendance") to attendees
- Financial accounting/management for the course This includes tracking course-related revenue and expenses as they occur, and paying bills associated with running the course.
- Work with a limited number of local hotels to secure volume agreements that lower costs for our courses
- Assist in the development of a marketing plan for the course
- Provide additional marketing support/for an additional agreed upon cost. Additional marketing may include brochures, standard and electronic mailings, web-based advertising, social media advertising, and advertising in professional journals.
- Work with activity staff, and as required, commercial companies, University Office of General Counsel, the Development offices at the university and hospital, and others to review and approve commercial support agreements.

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<b>Activity Budget</b>	<b>Estimate for this Offering Dollar Amount \$</b>	<b>Totals from Previous Offering (Complete Blank Cells Only)</b>
<b>INCOME</b>		
<b>1. Gross Tuition</b>		
<b>2. Commercial Support (List Below)</b>		
a.		
b.		
c.		
d.		
e.		
<b>3. Exhibit/Advertising Income</b>		
<b>4. Income Received from Other Sources</b>		
a. Internal allocations from Division, Department, or Hospital		
b. Grants from government or non-profits		
c. Other income (hotel commission, etc.)		
<b>INCOME TOTAL</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>		
<b>1. Professional Services Fees</b>		
a. Course content management		
b. Course logistics management		
c. Other (describe)		
<b>2. Hotel / Meeting Site Costs</b>		
a. Participants' food and beverage including tax and gratuity		
b. Room rental		
c. Complete audiovisual (projectors, ARS, microphones, etc.) and technical support		
d. Faculty/Staff sleeping rooms cost including tax		
e. Faculty/Staff meals, gratuities and tax		
f. Other (describe)		
<b>3. Marketing and Meeting Materials</b>		
a. Printing/publishing		
b. Postage and handling		
c. Mailing Lists		
d. Syllabus and Course Materials		
e. Other (describe)		
<b>4. Faculty and Staff-Related Expenses</b>		
a. Faculty travel-related expenses (airfare, in-transit meals, ground transportation, etc.)		
b. Staff travel-related expenses (airfare, in-transit meals, ground transportation, etc.)		
c. Business meals		
d. Honoraria total from Honoraria Worksheet	<b>0.00</b>	
<b>5. Certification Fees</b>		
a. HMS assessment (14% of gross tuition)		
b. Other (describe)		
<b>6. Other</b>		
a. FedEx/Courier services		
b. Credit card processing fees		
c. Temporary staff		
d. Other (list below)		
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>
<b>NET INCOME/DEFICIT AFTER EXPENSES</b>	<b>0.00</b>	<b>0.00</b>



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**Honoraria Justification**

Use this section to justify any honoraria that exceed the guidelines provided in this document

Sponsor	Hospital / Department	% income or deficit	Make income check payable to/send deficit invoice to (address and Attention)	Financial Administrator (Name, Phone, e-mail)
Primary:				
Partner #1:				
Partner #2:				

I authorize the development of this course by my department and agree to the financial policies outlined above.

Department Chair:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Department Chair from partnering institution #1:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Department Chair from partnering institution #2:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Signature:

Date:

\_\_\_\_\_

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**AFTER THE DOCUMENT IS SIGNED, PLEASE CONVERT IT INTO A PDF AND SEND ALL PAGES TO DCE.**