

Program Name: _____

Industry Supporter: _____

Department Information

Hospital Name: _____ Department: _____

Program Director(s): _____

Department Contact Info: _____

About the Program

Date(s) of Educational Program (or Academic Year, if support is for a Training Program): _____

Type of program: Accredited CME Non-accredited CME Training/Fellowship Program

Other (please explain): _____

How will you disclose industry support during the program: Brochure Program Book Slide in Presentations

Letter to Fellows Other (please describe): _____

If this is a **conference or lecture**:

Where will the program be held? Please include venue: _____

How many attendees do you expect? _____

If this is a **CME program**, please provide the name of the accredited provider (e.g., HMS): _____

If this is a **training/fellowship program**, has it been approved by the Partners Education Committee (PEC)? Yes No

Financial Information

Company Contact Info (Name, email/phone): _____

Amount of support: \$ _____ Will you ensure that this program is funded by multiple sponsors? Yes No

If this program is a **conference or lecture**:

Do you anticipate receiving tuition/registration income? Yes No If yes, how much? \$ _____

If you will have company booths or exhibition space, will you ensure that they are outside the obligate path of attendee learning activities? Yes No N/A

I hereby approve of this educational program to be conducted within my department and agree to receive this industry support to help defray the expenses associated with the educational program.

Signature of Department Chair/Chief

Date

Print Name

**Intake Form for Industry Support of
Partners Educational Activities (Monetary)**

Program Name: _____

Industry Supporter: _____

To Be Completed By The Program Director

Relationships with the Industry Supporter:

In order to identify financial relationships that may affect or appear to affect this industry-supported educational program, OII reviews all financial relationships held by program directors of all industry-supported educational program. To do this, OII reviews the program director's current Partners Disclosure Statement. If you need to update your disclosure, please do so now at: <http://insight.partners.org>.

By checking this box, I confirm that my Partners Disclosure Statement is up-to-date.

- Does your lab receive research support (sponsored research) from the Industry Supporter? Yes No
- Are you involved in purchasing decisions related to products made by the Industry Supporter? Yes No

The Industry Supporter's Role in the Program:

- Will the Industry Supporter have any control over the content of the program? Yes No
- Will the Industry Supporter receive anything in exchange for the funds (free admission to the course/program, exhibit/display space, clinical data or names of Fellows)? Yes No
- If company representatives attend, I will ensure that they are there for educational purposes and that they have paid tuition. Yes No
- Is the support conditioned in any way or related to pre-existing or future business relationships between the Industry Supporter and any Partners entity? Yes No
- If the Industry Supporter prohibits its funding to be used for overhead/indirect expenses, will you work with your department to ensure these expenses will be covered by another source? Yes No

If your event is a conference or lecture ONLY:

- Will you hold social events (i.e., events with no educational component) before, during or after the educational program? Yes No

If yes, please explain: _____
- If an investigational product or an unapproved use of a product is discussed, will you instruct the speaker to disclose that the product is investigational or not labeled for the use being discussed? Yes No
- If a company product is the subject of substantial discussion, will data regarding the product be objectively selected and presented, and both favorable and unfavorable information about the product presented? Will reasonable alternative treatment options be discussed? Yes No
- Will the program comply with ACCME Standards for Commercial Support? Yes No

I have carefully read and considered each question above, and have answered the questions to the best of my ability.

Signature of Program Director

Date

Print Name