Policy Regarding Commercial Support for CME Activities

*Procedures for the deposit and subsequent disbursement of funds received for the support of a CME course*

Yale CME is the *sole requestor* of commercial support through letters or online grants on behalf of a particular educational activity. When an accreditation application is approved, Yale CME:

- Assigns an account (COA) number to be used for that activity only. This number remains with Yale CME and is not given to any party involved with the project.

- Receives all grant support, payable to Yale University.

- Deposits all grant monies into that account and a Letter of Agreement is reviewed and signed by the YSM Grants & Contracts office.

- Is the *sole participant* in ensuring that funds are used properly and is responsible for payment of all expenses directly from that COA, working through the University Accounts Payable (AP) Office.

- Reconciles all funds through AP and through online reconciliation with supporters.

- Submits a completed financial statement to the course director thereby closing the project account number.