

**Letter of Agreement – ACS Activity**  
**Terms and Conditions of an Educational Grant (“Commercial Support”)**

<b>Accredited Organization (“ACS”):</b>	<b>The American College of Surgeons</b>
<b>Commercial Company (“Company”):</b>	_____
<b><u>Regarding the following CME Activity:</u></b>	
<b>Educational Activity Name:</b>	_____
<b>Date(s) of Activity:</b>	_____ <b>City, State (if live meeting):</b> _____
<b><u>Commercial Support Company Information:</u></b>	
<b>Company Contact Name:</b>	_____
<b>Company Address:</b>	_____
<b>Telephone:</b>	_____ <b>Email:</b> _____

This grant will provide Commercial Support for the above-named CME Activity by means of:

- Monetary Educational Grant, in the amount of \$\_\_\_\_\_.
- Gift In-Kind Grant. Please select type of in-kind support received:
  - Durable Equipment Loan. Please list all equipment below, including model name and quantity. All equipment will be returned at the conclusion of the activity. If additional lines are needed, please provide as a separate addendum.

Equipment Description	MODEL #	QUANTITY
<b>ESTIMATED VALUE (Include approximate rental value, shipping &amp; handling. Do not use replacement value)</b>	<b>\$</b>	

- Disposable Supplies (Non-Biological – i.e. instruments/materials). Please list all disposable items provided, including model name and quantity. If additional lines are needed, please provide as a separate addendum.

Disposable Supplies (Non-Biological) Description	MODEL #	QUANTITY
<b>ESTIMATED VALUE OF DONATION (Replacement value)</b>	<b>\$</b>	

- Animal Parts or Tissue. Please provide a description below. If additional lines are needed, please provide as a separate addendum.

Animal Parts or Tissue Description	QUANTITY
<b>ESTIMATED VALUE (Rental Value)</b>	\$ <span style="background-color: yellow;"> </span>

- Human Parts or Tissue. Please provide a description below. If additional lines are needed, please provide as a separate addendum.

Human Parts or Tissue Description	QUANTITY
<b>ESTIMATED VALUE (Rental Value)</b>	\$ <span style="background-color: yellow;"> </span>

- Facilities/Space. Value (rental fee): \$\_\_\_\_\_.

- Other In-Kind Support.

- Description: \_\_\_\_\_
- Value \$\_\_\_\_\_

**Note: No funds from the Company will be paid to the CME Activity director, faculty, learners or others involved with the CME Activity (i.e. honoraria, travel, lodging, etc.)**

**Conditions:**

➤ **Statement of Purpose**

- This activity is for scientific and educational purposes only. ACS, as an accredited provider, is required by the ACCME Criteria and Standards for Integrity and Independence in Accredited Continuing Education to ensure that the program be objective, balanced, and scientifically rigorous.

➤ **Control of Content and CME Activity**

- The ACCME Standards for Integrity and Independence in Accredited Continuing Education require that the ACS conduct the CME Activity independently, and without control or influence by the Company over the program’s planning, content (including the selection of presenters), participants, or execution. ACS is responsible for full control of content. There will be no “scripting”, emphasis, nor direction of content by the Company nor its agents.

➤ **Required Acknowledgements to Participants**

- The ACS will ensure that participants are made aware of the Commercial Support at the time of the activity. The ACS will require that presenters disclose when the Commercial Support product is considered off-label or investigational. The ACS will ensure, to the extent possible, meaningful disclosure of limitations on relevant Company data (e.g. ongoing research, interim analyses, preliminary data, or supported opinion).

➤ **Promotion**

- The CME Activity will not promote the Company’s products or services, directly nor indirectly. No promotional activities will be permitted in the vicinity before, during, or after the educational activity. No product advertisements will be permitted as part of the educational activity.

➤ **The ACS agrees to:**

- Comply with the ACCME's Standards for Integrity and Independence in Accredited Continuing Education
- Acknowledge commercial support from the Company in program materials (program and/or on-site signage)
- Provide a reconciliation of the commercial support's expenditure for the CME file and upon request, furnish this to the Company as well

➤ **The Company agrees to:**

- Comply with the ACCME's Standards for Integrity and Independence in Accredited Continuing Education
- Not influence the content of the educational activity
- Acknowledge that there will be no Company promotion as part of the educational activity

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**Agreed:**

**For the Commercial Company:**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For the American College of Surgeons:**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_