For any activity that will be receiving commercial support or will have exhibitors present, the following procedures and documents are required.

**Pre-Activity**
- Notify TUSM OCE of intention to apply for commercial support or if soliciting exhibitors.
- Provide a list of tentative companies (this can be done on the Activity Planning Form).
- Obtain a signed TUSM OCE exhibitor agreement.
- Obtain a signed Letter of Agreement (LOA) from the Commercial Supporter for any approved Commercial Support funds. TUSM OCE has a generic template you may use, if the commercial supporter does not provide an LOA to you upon grant approval.

Please note that TUSM OCE must be listed on all LOAs as the accredited provider and must sign the agreement, in conjunction with the commercial supporter and your organization/institution as the educational partner.

**During the Activity**
- Acknowledge all commercial supporters and exhibitors in course syllabus materials/slides. **Company logos are NOT permitted in any of the educational materials/handouts or content presented.**
- Ensure that exhibitor/advertising space is separate from the space where the education is taking place. No promotion is permitted in the educational space.
  - **Live CE** - Advertisements and promotional materials cannot be displayed or distributed in the educational space.
  - **Computer/Internet based CE** - Advertisements and promotional materials will not be visible on the screen at the same time as the CE content and not interleafed between computer ‘windows’ or screens of the CE content.
  - **Print CE** - Advertisements and promotional materials may only face the first or last pages of printed CE content as long as these materials are not related to the CE content they face and are not paid for by the commercial supporters of the CE activity.
  - **Audio and video recorded CE** - Advertisements and promotional materials will not be included within the CE. There will be no commercial breaks.

**Post-Activity**
- Many funders require reconciliations post-activity. Please retain receipts for all expenses related to the educational activity and if applicable, submit to TUSM OCE for reconciliation of grant funds.

**Important Information About Commercial Support for Certified Education**

A **commercial supporter** is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

If a company requires that the accredited provider submit the application, please note that TUSM OCE will assess a $250 fee per grant application. We suggest you include these anticipated fees in your activity budget.

Payments that are required to come directly to TUSM OCE must be made payable to “Trustees of Tufts College.” Tufts University will retain 15% of the total amount received by TUSM OCE. These fees should be included within the administrative fees of your activity budget.

TUSM OCE is happy to assist you with the grant application process if you have any questions.

As of August 1, 2013, *The Physician Payments Sunshine Act (Sunshine Act)* requires commercial supporters to report all transfers of value made to physicians by commercial supporters. A mechanism to capture this information, as related to the activity, must be in place.

**ACCME - Standards for Commercial Support**  **Sunshine Act - American Medical Association (AMA)**

Commercial supporters are NEVER permitted to select topics or speakers for a certified activity. They may not pay faculty or planning members directly for their involvement in the activity.