**DOCUMENTS TO BE SUBMITTED WITH CME APPLICATION**

  Documentation supporting the practice gap/needs assessment data/pre-activity data for outcome evaluation

  Completed Disclosure Form from the planning faculty.

  Completed Mitigation Strategy Form for any Planners that have relationships with ineligible companies (*if applicable, CE office will alert faculty if mitigation is needed*)

  A draft of the promotional material (flyer and/or brochure with confirming appropriate CME information) **(The CME Office needs to approve all promotional material prior to publication or distribution)**

  Draft agenda, including topic, speaker(s) and times of presentation.

  Request(s) to commercial interests for funding (*if applicable*)

Initial CE Budget *(Not required if there is a zero budget)*

**DOCUMENTS TO BE SUBMITTED 1 WEEK PRIOR TO THE ACTIVITY DATE**

  Completed Disclosure Form(s) from the faculty (speakers/moderators/authors/peer reviewers)

  Mitigation Strategy Form for any Faculty members that have relationships with ineligible companies (*if applicable*, *CE office will alert faculty if mitigation is needed*)

  Completed Clinical Content Validation Form(s) *(Preferably submitted prior to activity)*

Completed Speaker Authorization Forms from all speakers *(If applicable, only for recorded live sessions & online enduring activities)*  
  
  Final promotional material such as the flyer, brochure, agenda, and/or Title Page

  Signed Written Letters of Agreement for educational grants (*if applicable*)

Signed Speaker Agreements for those receiving honoraria/reimbursement *(if applicable)*

 Signed Exhibit Agreements (*if applicable*)

List of Resources used *(For online enduring activities only)*

**DOCUMENTS TO BE SUBMITTED 4 WEEKS AFTER THE ACTIVITY DATE**

  Completed Clinical Content Validation Form(s)

  Final Budget (Not required if there is a zero budget)  
  
  Any handouts