**Commercial Support received at RSS**

**Grants –**

* Department receiving funding is responsible for all requirements outlined in the Letter of Agreement (LOA).
* Letter of Agreement must be submitted to the CME office *as soon as funding is approved* indicating the session date the grant money is to be used for. A copy of the Letter of Request for funding should accompany the LOA.
* Signatures from the Commercial Supporter and a WU representative must be on the LOA and **dated before the date of the session.** If not signed prior to the date of the session, then no funds can be used and should be returned to the Supporter.
* **Funds** **must be sent to CME** for deposit and facilitation (see below).
* A copy of the acknowledgement of the support that was given to the attendees must be submitted with the monthly paperwork. If nothing is in writing for this, notation of how they were made aware of the support.
* Financial Summary indicating all income and expenses for each individual grant needs to be submitted to CME.

**Displays/Exhibits –**

* Display Agreement must be submitted with the monthly paperwork indicating the session date of the display. A copy of the Letter of Request should also be submitted with the agreement.
* Signatures from the Commercial Company Representative and a WU representative must be on the agreement and **dated on or before the date of the session**. If not signed, there should be no display.
* A copy of the acknowledgement of the exhibit that was given to the attendees must be submitted with the monthly paperwork. If nothing is in writing for this, notation of how they were made aware of the support.
* Funds for exhibit fees should be retained and processed as income through the Department with all other documentation sent to CME.

**Process of CME Office Facilitating Grant Funding**

Per the requirement of the Controller of the University and the Medical School Finance Office, all funding in the form of educational grants that is received for the University needs be sent to the CME department, along with letters of request and fully executed letters of agreement, for deposit.

CME will deposit the funds in a zero fund created for the particular activity, and will give access to a representative from the Department to process expenditures incurred for the activity.  The AIS documents processed for the activity will automatically route to the CME office for approval to assure that the expenditure relates to the activity.  All supporting documentation needs to be routed to Accounting Services as normal with copies retained by the Department per the University Record Retention Policy.

At the end of the activity, CME will supply reports of all expenses to the Department to close out the account.  **The Department is responsible for reconciling the grant with the grantor if needed**.  CME will assist in returning any unused portion of the educational grant to the grantor if stated in the original letter of agreement.

Financial Summary template for RSS

|  |  |
| --- | --- |
| **RSS Number** |  |
| **RSS Title** |  |
| **Date of Session or FY Reporting** |  |
| **Submitted By** |  |
| **Phone #** |  |
| **Email** |  |
|  |
| **Income** |  |  |
| **Company Name** | **Type of Income** |  |
|  | Grant | $ |
|  | Display/Exhibit | $ |
|  | Other | $ |
|  | **TOTAL** | $ |
|  |
| **Expenses** | **Type/Category** |  |
|   |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **TOTAL** | $ |

|  |  |
| --- | --- |
| **In Kind** |  |
| **Company Name** | **Type/Category** |
|  |  |
|  |  |