APPLICATION CHECKLIST
| for RSS activities |

YOU WILL NEED
- Access to eCME
- Flyer/Brochure
- Evaluation Instrument
- Disclosure Form(s)
- Conflict of Interest (COI) Resolution letter (if applicable)
- Joint Provider Letter of Agreement (if applicable)
- Grant letter (if applicable)
- References (if applicable)

STEPS
1) Create a proposal in eCME
   Log into eCME > Click “My Proposal” > Click “Create New Activity” > Complete all of the tabs and sub tabs

2) Under the “Attachments” tab, be sure to upload the following attachments:
   - **Flyer/Brochure** (should include all speakers, their name, topic, global objectives, date of session, and location)
   - **Blank Evaluation Instrument** Sample
     Should reflect the first session that will take place
     Should include the speaker’s name, speaker’s topic, speaker’s objectives, date of session, max credit hours the session is accredited for, and a line for the attendee to list the # of credit hours they are claiming
   - **Disclosure form(s):** of all speakers, panelist, moderators, planning committee members, and the Activity Director
   - **Conflict of Interest (COI) Resolution letter:** of all persons that reported a financial relationship with a commercial interest. The activity director should complete this.
   - **Joint Provider Letter of Agreement** (if applicable)
   - **Grant letter** (if applicable)
   - **Reference** (if applicable)

3) Click “Submit” twice

NOTES
IF YOUR ACTIVITY DIRECTOR REPORTS A CONFLICT OF INTEREST ON THEIR DISCLOSURE FORM, THE CHAIR OF THE DEPARTMENT SHOULD COMPLETE THE CONFLICT OF INTEREST RESOLUTION LETTER.

IF THIS IS A RENEWAL, BE SURE TO UPLOAD THE POST ACTIVITY REPORT (PDF), POST ACTIVITY REPORT TABLE, AND NARRATIVE SUMMARY AS AN ATTACHMENT TO THE RENEWAL BEFORE YOU SUBMIT IT. ALSO, BE SURE TO EDIT THE INFORMATION IN THE CURRICULAR PLANNER SO THAT IT REFLECTS THE NEW SERIES.

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