

Budget Template for Jointly Provided or Commercially Supported Activities
(No specific format required)

REVENUE

Registration Fees/Physician \$ _____ (_____ @ \$ _____)

Registration Fees/Other \$ _____ (_____ @ \$ _____)

Internal Funds of UM Medical School Unit \$ _____

Internal Funds of Joint Sponsor \$ _____

Commercial Support* \$ _____

Other \$ _____

TOTAL REVENUE \$ _____

PROMOTIONAL EXPENSES

Graphic Design \$ _____

Printing \$ _____

Postage \$ _____

Miscellaneous \$ _____

Total Promotion Expenses \$ _____

PRODUCTION COSTS

Faculty Honoraria \$ _____

Faculty Travel \$ _____

Personnel Expense for meeting management (if not directly paid) \$ _____

Printing (program books, handouts, etc.) \$ _____

Audio Visual \$ _____

Food/Catering \$ _____

Meeting Supplies \$ _____

CME Credit Designation & Recording Fees** \$ _____

Other _____ \$ _____

Total Production Expenses \$ _____

TOTAL ALL EXPENSES \$ _____

*Revised University Michigan Medical School (UMMS) [policy](#) allows commercial support for continuing medical education (CME) activities provided the required conditions are met. Commercial support is financial or in-kind gifts/contributions given by an [ACCME-defined commercial interest](#) (referred to in the policy as "Industry") used to pay all or part of the costs of an accredited CME activity. All commercial support must be documented with a [written gift agreement](#) and a copy of that agreement must be attached to either the *Application for Designation of AMA PRA Category 1 Credit* or the *Report on a CME Activity* associated with the activity.

**CME credit designation and recording fees are paid on an annual basis by the responsible department and/or the Medical Group. [Click here](#) for more information.