

Your letterhead

Date:

Canadian Society of Internal Medicine
200-421 Gilmour Street
Ottawa, ON K2P 0R5

info@csim.ca

Dear CSIM Education Committee:

RE: LETTER OF INTENT – REQUEST FOR CO-DEVELOPMENT WITH THE CSIM

Please accept this Letter of Intent as a proposal for the co-development with CSIM of an accredited group learning activity (Section 1) under the Maintenance of Certification Program. The proposed topic/theme is [list the proposed topic/theme].

The intention is for this program to be co-developed with the Canadian Society of Internal Medicine and by [company]. The unrestricted educational grant will be provided by [company] and will be sent to the CSIM based on the attached budget. We understand and acknowledged that CSIM will administer and disburse the entirety of the educational grant, including honoraria, all expenses, accreditation fees and the administrative fees invoiced by the medical communications company [list company; if a secondary company will be arranging the logistics of the execution of the programs, please indicate].

The aim of this program is: [describe program outline in detail; will it be a webinar series or in person live events, length of the program (e.g. 1 hour); number of events per year with targeted dates; list the target audience; include any needs assessment data to date].

My completed co-development checklist and information sheet are attached as well as the proposed budget.

We are aware of the CSIM process that it may take up to 12 weeks for review of this proposal and, if the CSIM agrees to co-develop this program, that it may take up to 6-12 months until the program is ready for launch.

We acknowledge that educational grants are sources of revenue provided to physician organizations to support the development of CPD activities or materials without any conditions or influence from the donor regarding the design, development, delivery and content of the activities or materials. We are aware that the full grant amount is to be forwarded to CSIM for administration and disbursement.

We acknowledge that a funding agreement is to be in place with funds received by the CSIM prior to the start of program planning. If any terms of the funding agreement are not agreeable to the CSIM, the CSIM may terminate the agreement to co-develop (there would be no refunds or payments of any fees nor any type of compensation).

We also acknowledge that if the proposal is accepted, that no work will commence nor will any expenses be paid until the grant cheque has been received. Should funds become depleted, additional planning and/or sessions are to be ceased and will cease until the sponsor has forwarded supplementary funds and have been received by the CSIM. Subsequently, if supplementary funds are not received, the CSIM shall not be responsible for any outstanding expenses, fees or honoraria.

Sincerely,

[your information]

Attachments: Budget, Completed Co-Development Checklist and Co-Development Information Sheet