

Your letterhead

Date

Canadian Society of Internal Medicine
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Dear CSIM Education Committee:

RE: LETTER OF INTENT – REQUEST FOR CO-DEVELOPMENT WITH THE CSIM
[indicate proposed topic/theme]

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 [indicate 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 draft budget. We understand that CSIM will administer and disburse the entirety of the educational grant, including honoraria, all expenses, co-development fees and fees invoiced by the medical communications company, [indicate MCC company name; 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].

Our completed co-development checklist is attached as well as the proposed budget. If applicable, please find attached biographies of suggested members of the planning committee. We understand that CSIM will select the committee members.

We are aware 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 an additional 6-12 months until the program development is complete, and up to an additional 8-12 weeks to review the program for accreditation. We understand that these timelines are estimates only and that many factors can cause delays.

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 understand that CSIM co-development fees are due immediately upon CSIM's acceptance to co-develop and are non-refundable for any reason.

We acknowledge that a funding agreement is to be in place with funds received by the CSIM prior to the start of program planning, and that no work will commence nor will any expenses be paid until the grant cheque has been received. If any terms of the funding agreement are not agreeable to the CSIM, the CSIM may terminate the agreement to co-develop.

In the event that any part or all of a co-development agreement is cancelled for any reason after any or all funding has been received by CSIM, we may invoice for services rendered to date and any costs we are unable to cancel; payment will be made to the extent that funds have been received by CSIM and are available after other payments have been made.

We acknowledge that if funds for implementation are required using a separate funding agreement; the program implementation will not commence until these funds have been received by CSIM.

We are aware that should funds become depleted, additional planning and/or implementation of sessions shall cease until the sponsor has forwarded supplementary funds to the CSIM. Subsequently, if supplementary funds are not received, the CSIM shall not be responsible for any outstanding honoraria, expenses or fees to the MCC, and subsequent development and/or implementation shall be ceased immediately.

Thank you for your consideration of this program proposal.

Sincerely,

[your information]

Attachments:

- Draft budget
- Completed Co-Development Information Form
- Biographies of proposed planning committee members (if applicable)
- Existing needs assessment data (if applicable)