

**LETTER OF AGREEMENT**  
**Regarding terms, conditions, and purposes of an educational grant**

This agreement is made between (Name of Sponsor) (hereinafter "Approved Sponsor") (Sponsor's street address) and (Company Name hereinafter "Grantor")

Title/Location of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commercial Supporter – Company Name (and Division, if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web Site: \_\_\_\_\_

The above company wishes to provide support for the following (indicate which option):

Unrestricted educational grant in the amount of: \$ \_\_\_\_\_

Please note the program title on check and make payable to: (Name of Sponsor and street address)

**CONDITIONS**

1. **Statement of Purpose:** Program is for scientific and educational purposes only and will not promote the Company’s products, directly or indirectly.
2. **Control of Content and Selection of Presenters and Moderators:** Sponsor is responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program. The Company, or its agents, will respond only to Sponsor-initiated requests for suggestions of speakers or sources of possible speakers. The Company will provide in writing: Suggestion of more than one name (if possible), speaker qualifications, and disclosure of financial or other relationship(s) between Company and speakers. Sponsor will record role of Company, or its agents, in suggesting speaker(s); will seek suggestions from other sources, and will make selection of speaker(s) based on balance and independence.
3. **Disclosure of Financial Relationships:** Sponsor will ensure meaningful disclosure to the activity audience, at the time of the program of (a) Company funding and (b) any significant relationship between the Sponsor and the Company (e.g., grant recipient) or between individual speakers or moderators and the Company.
4. **Involvement in Content:** There will be no “scripting”, emphasis, or direction of content by the Company or its agents.
5. **Ancillary Promotional Activities:** No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room or in the enduring material.
6. **Objectivity & Balance:** Sponsor will make every effort to ensure that data regarding the Company’s products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. **Limitation on Data:** Sponsor will ensure, to the extent possible, meaningful disclosure of limitation on data; e.g., ongoing research, interim analysis, preliminary data or unsupported opinion.
8. **Discussion of Unapproved Uses:** Sponsor will require that speakers disclose when a product is not approved in the United States for the use under discussion.
9. **Opportunities for Debate:** Sponsor will ensure meaningful opportunities for questioning or scientific debate.
10. **Independence of Sponsor on the Use of Contributed Funds:**
  - A. Funds should be in the form of an educational grant made payable to: (Name of Sponsor).
  - B. Grant funds not used to support the activity will be used for management and oversight of educational activities.
  - C. All other support associated with this activity (e.g., advertising, brochures, preparing slides, etc.) must be given with full knowledge and approval of the (Name of Sponsor).
  - D. No other funds from the commercial Company will be paid to the program director, faculty, or others involved with the continuing education activity (additional honoraria, extra social events, etc.)

The Commercial Supporter agrees to abide by all requirements of the CPME and ACCME Standards for Commercial Support of Continuing Podiatric Medical Education (appended).

The (Name of Sponsor) agrees to (1) abide by the CPME and ACCME Standards for Commercial Support of Continuing Podiatric Medical Education, (2) acknowledge educational support from the commercial Company in program brochures, syllabi, and other program materials, and (3) upon request, furnish the commercial supporter a report concerning expenditure of the funds provided.

**Agreed**

Commercial Company Representative (Name): \_\_\_\_\_ (Name Approved Sponsor) Director, Continuing Education (Name): \_\_\_\_\_

\_\_\_\_\_  
(Please Type or Print Clearly) (Please Type or Print Clearly)

\_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Date Date