



UNIVERSITY OF ILLINOIS  
COLLEGE OF MEDICINE AT PEORIA

### **CME ACTIVITY DIRECTOR'S CHECKLIST**

Many applicants inadvertently omit items. Please check to be sure your proposal includes all of the following:

- Planning Notes, need to provide minutes or notes from any planning sessions
- If renewal, include in planning notes how evaluation data from past activity will be used
- Needs Assessment tool (e.g., survey, M&M/QA data, memo from Activity Director, etc)
- Objectives written in behavioral terms
- How objectives relate to activity's educational methods
- Budget, please indicate if zero (0) or who will cover any deficit
- Evaluation form to be used
- Evaluation Summary from previous activity (e.g., last year's)
- Outcome measure to be used
- Outcome summary, if renewal activity
- Draft copy of brochure/flyer
- Disclosure forms from all activity speakers/panelists and planning committee members
- How Activity Director resolved any conflicts of interest
- How disclosure will be made to participants
- Signatures of UIC Activity Director and sponsoring department Chair/Head
- If applicable, commercial support agreement/s signed by pharmaceutical company, etc