

Call for Proposals: Faculty Agreements

Financial Support

By applying, the applicant is acknowledging that the AAFP accepts commercial support for CME activities and topics for which there is a demonstrated need for family physician education. Inclusion of a financially supported program does not constitute AAFP endorsement of a product or service. All supporting companies are required to sign an agreement to abide by all ACCME Standards for Commercial Support. However, the final determination as to the reportability of certain payments to faculty is made by each commercial supporter.

PowerPoint Presentation

All faculty are required to use the AAFP PowerPoint template or other approved branded templates following AAFP guidelines. Presentations must be submitted electronically by the stated deadline.

Faculty Expectations

All faculty sign a faculty service agreement (FSA) and must submit all required forms and presentation materials by stated deadlines. If faculty do not meet these deadlines and do not correspond with the staff contact, that individual's honorarium will be reduced by 20% per missed deadline. Egregious delays in meeting deadlines may result in nonpayment of honorarium or replacement as a faculty member, as detailed in the FSA.

Faculty is expected to read and understand all [Health Insurance Portability and Accountability Act \(HIPAA\)](#) guidelines about privacy. Faculty is encouraged to address cultural differences in patient care, when appropriate. Cultural proficiency is an initiative of the AAFP.

A primary goal for faculty is to cover the stated learning objectives for their presentations and to ensure that learners are receiving the most pertinent information for their practice.

Faculty Involvement in Commercial Forums

All faculty must understand and agree to the following:

The AAFP discourages CME speakers from participating in concurrent commercial or promotional exhibits on the same topic, including Satellite Symposia Solution Sessions, Med Talks, and Trailblazing Educational Sessions, at any point during the activity, whether AAFP-sponsored or not.

Use of Trade Names

Any reference, whether in presentation slides or spoken from the podium that could be interpreted as an endorsement of a product or drug by the AAFP is strictly prohibited and may carry legal implications. Additionally, the use of trade names is not allowed unless multiple brand and generic names are included, or if the brand name is the only available option.

Disclosure of Unlabeled/Investigational Uses of Products

The AAFP believes that it is important for learners to know when unlabeled or investigational uses of commercial products are discussed during a CME activity. Planned discussion of unapproved or investigational uses of products must be acknowledged in writing to the learners prior to the start of the CME activity.

If an unplanned discussion of the unlabeled or investigational use of a product occurs (e.g., during a question-and-answer session), the faculty member should inform learners prior to answering the question or responding to the discussion point that the use in question under discussion is unlabeled or investigational.

Intellectual Property

The AAFP requires all faculty to certify as to authorship and ownership of content materials and the use of third-party content in every educational activity/product. All third-party owned images, photos, pictures, tables, graphs, etc. used in faculty presentation/materials must have copyright approvals from those third parties.

Grant of Rights

All AAFP faculty will be asked to grant the AAFP several rights regarding presentations. Among this list of rights is allowing the AAFP to: record, reproduce, distribute, and sell the content (e.g., enduring product); produce a handout of the slide deck to provide to learners; and use the faculty's photo and biography in connection with the presentation.

Questions?

Email us:

CallforProposals@aafp.org