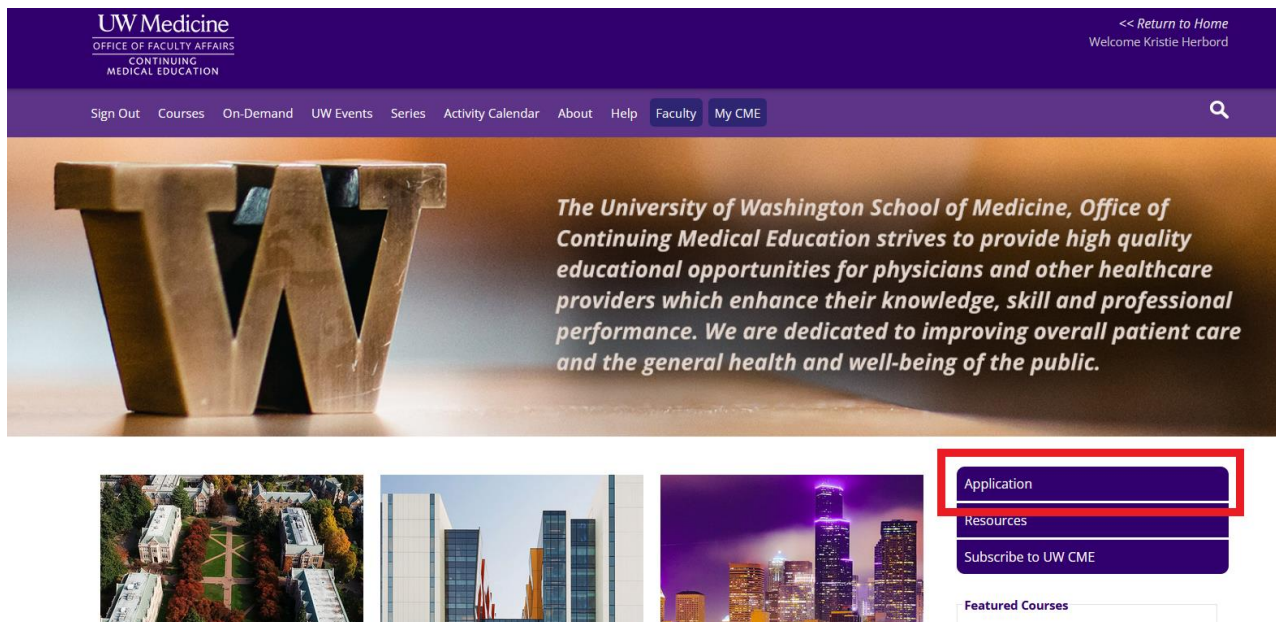


Submitting an Activity Application



Instructions to complete and submit an activity application. **Step 1:** Go to <https://uw.cloud-cme.com/application.aspx>




Step 2: Click the **Create New Application** button.



Step 3: Enter the activity information into the application. Click **Save and Continue** at the bottom of each screen, and you will advance to the next application page.

Basic Activity Information	Basic Information
Planners and Faculty	Specify the following for your activity
Gap and Needs	Activity Name: * ⓘ <input type="text"/>
Objectives and Learning Outcomes	Select all that apply: * ⓘ <input type="checkbox"/> ACCME (Physicians) <input type="checkbox"/> Other <input type="checkbox"/> Non-Accredited
Commercial Support	Activity Type: * ⓘ <input type="text"/>
Commendation Criteria	AMA Activity Format: * ⓘ <input type="checkbox"/> Live Activity <input type="checkbox"/> Enduring Material <input type="checkbox"/> Journal-based CME activity <input type="checkbox"/> Test-item writing activity <input type="checkbox"/> Manuscript review activity <input type="checkbox"/> PI CME activity <input type="checkbox"/> Internet point-of-care activity <input type="checkbox"/> Learning from Teaching <input type="checkbox"/> Other
Signatures	
Files - upload/download	
Comments	
Return To Applications List	

 Save and Continue

Step 4: Add Qualified Planners to the activity. Enter the course coordinator(s), chair, planning members, and any known faculty.

To add more planners or faculty, click the green plus (+) sign. To remove a planner or faculty, click the red minus (-) sign.

The screenshot shows a form titled "Qualified Planner" with a green plus sign in the top right corner. The form contains several input fields: "Email" (abkauf@uw.edu), "First and Last Name" (Amelia Buehler-Kaufman), "Degree" (None), "Profession" (Non-Physician), "Title" (CME Coordinator), and "Department or Affiliation" (CME). A dropdown menu for "Role in Planning Content *" is open, showing options: Activity Administrator, Activity/Series Coordinator, Activity/Course Director, Co-Director, Faculty/Speaker, Nurse Planner, and Other Planning Committee Member. A blue information box is visible on the right side of the form.

Helpful Hints:

- If the faculty/planner already holds a CloudCME user account, enter their email address first. Wait for a moment, then the name and demographic information should populate. There may be missing required fields for profession and degree. If the fields are missing from the user profile, add them to the application screen. You will need to let the faculty/planner know that they need to update their profile with these required fields.
- If the faculty/planner does not have a CloudCME account, you may add them to the application screen, but will need to add all required fields.

Use the green plus sign to add more planners/faculty, or the red minus sign to remove any added in error.

A partial screenshot of the "Qualified Planner" form header, showing the title "Qualified Planner" and the red minus and green plus signs in the top right corner.

Step 5: Add the Gaps and Needs for the program.

Step 6: Add Objectives and Learning Outcomes for the program.

Step 7: Add details if there is commercial support through grants or exhibit income.

Step 8: Select any of the Commendation Criteria that may apply to your program.

Step 9: Type in your name and date on the signature page.

Be sure to upload the **Project Budget Template** and **Sample Import Agenda**

Basic Information
Planners and Faculty
Gap and Needs
Objectives and Learning Outcomes
Commercial Support
Commendation Criteria
Signatures
Files - upload/download
Comments
Return To Applications List

Any additional notes or comments that would be pertinent during the activity review process (i.e. multi conference dates, relaying hybrid option, notes about pending speakers) can be noted in the **Comment** section.

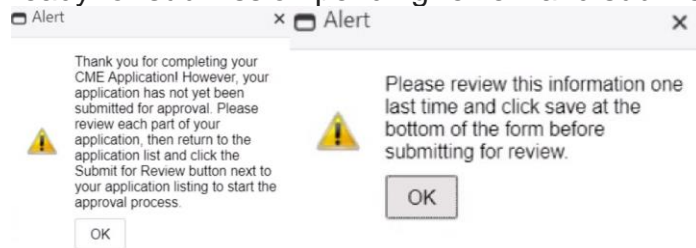
Helpful information to add is the date span for any regularly scheduled series programs and the name of the person to be assigned as a Peer Reviewer for your program.

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Basic Information, Planners and Faculty, Gap and Needs, Objectives and Learning Outcomes, Financial Information, Commendation Criteria, Signatures, Files - upload/download, **Comments** (highlighted with a red border), and Return To Applications List. At the top left of the main area is a search bar labeled 'Find Disclosures'. On the right, an 'Add Comment' modal window is open, featuring a 'Refresh' button. The modal contains a table with the following data:

Application created at	Peer Reviewer	Date
12/7/2022 2:04:12 PM	Melira Mar-Tang	12/7/2022 2:04:12 PM

You will be prompted to run through all pages of the application to review information before it is submitted. Go through all pages, re-sign the form and save the application.

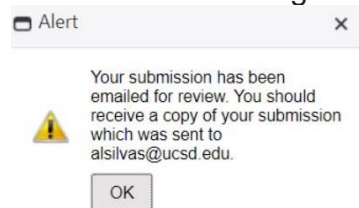
You will then go to the main application page to see the listing of the application with any others you may have submitted. You will receive a notification indicating you have completed your CME application and that it is ready for submission pending review and submission.



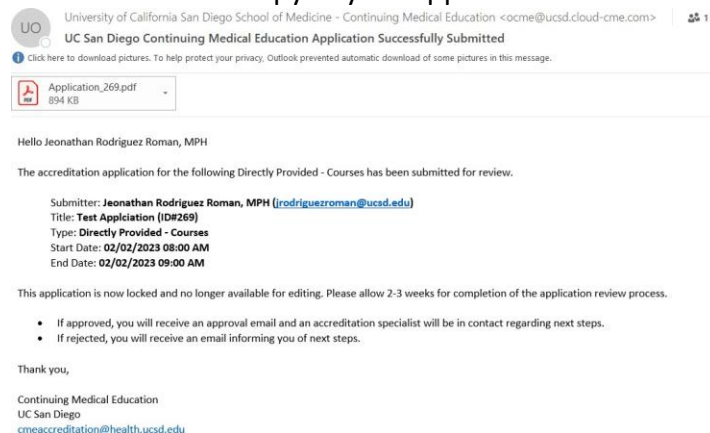
Step 10: When you have completed the activity application and all disclosures are on file, click the **Submit For Review** button.

ActivityID	Activity Details	Author	Planners	Disclosure Status	Copy	Delete
269	Test Application Activity Type: Directly Provided - Courses Activity Date: 2/2/2023 8:00:00 AM Last Revised: 11/14/2022 5:19:45 PM	Jeonathan Rodriguez Roman, MPH	Jeonathan Rodriguez Roman, MPH (Course Director), John Rodriguez, MPH (Other Planning Committee Member)	All necessary disclosures on file.	Submit For Review	

Once you have reviewed hit the **Submit For Review** you will receive a notification indicating that your submission has been emailed for review



You will receive a copy of your application via email.



Step 11: The activity application button will be greyed out until the review is complete. Activity application review times can vary. You will be contacted by email when the review is complete, when the application has been approved, if the application requires additional information, or the application has been rejected. If an application has been rejected, click on the activity name. Then, click **Comments** to view the peer reviewer feedback and/or make any required changes.